



OHCHR GUATEMALA
VACANCY ANNOUNCEMENT GUA/09/HC-AH/01 – 002/2012

I. Position Information

Job code title: **Clerk to Press and Public Information Unit**
 Pre-classified Grade: ICS-4
 Supervisor: Unit Coordinator

II. Organizational Context

Under the guidance and supervision of the Unit Coordinator – Immediate supervisor, the Press and Public Information Unit Clerk provides support to administrative services ensuring high quality of work, ensures accurate, timely and properly recorded/documented service delivery. The Press and Public Information Unit Clerk promotes a client, quality and results-oriented approach.

The Press and Public Information Unit Clerk works in close collaboration with the Administrative Unit, IT Unit, as well as with staff in the Country Office and other UN agencies staff.

III. Functions / Key Results Expected

Summary of Key Functions:

- Support to implementation of communications strategies and products
- Provision of administrative and logistical support
- Support to knowledge building and knowledge sharing

1. Provides support to the **implementation of communications strategies and products**, focusing on achievement of the following results:

- Media monitoring in order to prepare daily news alerts on human rights issues
- Support to the organization of events for the media such as press conferences, briefing sessions, and interviews.
- Maintenance of an updated digital and audiovisual record of the Office’s activities (audio, video, photography).
- Preparation of press clippings of the Office’s activities and public statements made by OHCHR’s Representative.
- Updates OHCHR’s sites on the Internet, under the supervision of the Unit Coordinator
- Preparation of graphic design for communications materials such as brochures, factsheets and invitations.



- Maintenance of an updated database of media contacts.
 - Provides and assists on other tasks as required by the Office.
2. Provides **administrative and logistical support**, focusing on achievement of the following results:
- Administrative and logistical support to the organization of public events.
 - Maintenance of regular contact with suppliers to ensure the quality of the Office's communications products.
 - Maintenance of an updated record of the publications issued by the Office (in coordination with the documentalist)
 - Responsible for the mailing of the Office's annual report.
 - Preparation of routine correspondence and reports.
 - Extracting, inputting, copying and filing data from various sources.
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3. Provides **support to knowledge building and knowledge sharing** in the OHCHR Unit, focusing on achievement of the following results:
- Participation in the training for operations staff on administration.
 - Contributions to knowledge networks and communities of practice.

IV. Impact of Results

The key results have an impact on the quality of information materials and public events organized by the OHCHR. Accurate presentation of information and client-oriented approach strengthens the implementation of the Office's communications strategy.

V. Competencies and Critical Success Factors

Corporate Competencies:

- Demonstrates commitment to OHCHR's mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills



Development and Operational Effectiveness

- Demonstrates excellent written and oral communication skills
- Ability to perform a variety of repetitive and routine tasks and duties related to arrangement of meetings, public events, and general administration work.
- Ability to review data, identify and adjust discrepancies
- Ability to produce accurate and well documented records conforming to the required standard
- Ability to handle a large volume of work possibly under time constraints
- Good knowledge of administrative rules and regulations
- Strong IT skills
- Takes an interest in new ideas and new ways of doing things

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure

VI. Recruitment Qualifications

Education:	Secondary education University studies in journalism, communications or related areas (desirable, not a requirement)
Experience:	2 to 3 years of relevant experience. Knowledge of basic techniques of journalism, communication or graphic design. Experience in the usage of computers and office software packages, as well as software related to graphic design
Language Requirements:	Spanish as primary language. Fluency in English language (oral and written).

Interested candidates shall meet all requirements and submit application letter, enclosing P11 form and resume (applications may be submitted in Spanish or English). Please ensure that application is sent to the following address no later than Wednesday, February 1, 2012.

- a) Sealed envelope quoting as reference: "Clerk to Press and Public Information Unit", GUA/09/HC-AH/01 – 002/2012, 5a. Ave. 5-55 zona 14, Edificio Europlaza, Torre III, Nivel 14, or
- b) By e-mail to asecaira@ohchr.org.gt

Kindly submit your application to ONLY ONE of the options quoted above. Only preselected candidates will be contacted. Your understanding is appreciated.