



**OHCHR GUATEMALA
VACANCY ANNOUNCEMENT GUA/09/HC-AH/01 – 003/2019**

I. Position Information

Job code title: **Assistant to Press and Public Information Unit**
Pre-classified Grade: **ICS-4 (National post)**
Supervisor: **Unit Coordinator**

II. Organizational Context

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

The Assistant to Press and Public Information Unit works in close collaboration with the substantive and administrative units, and other UN agencies staff, according to Office's thematic priorities in the framework of human rights promotion and protection.

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 Office maintenance and assets management
- Support to knowledge building and knowledge sharing

1. Provides support to the **implementation of communications strategies and products:**

- Collects information and updates OHCHR's contents for web sites and digital media platforms, under the supervision of the Unit Coordinator.
- Prepares graphic design for printed and digital communications materials, including reports, factsheets, invitations and other related products.
- Supports the production of audiovisual materials.
- Supports the organization of events for the media such as press conferences, briefing sessions, and interviews.

- ❑ Prepares press clippings of the Office's activities and public statements made by OHCHR's Representative.
- ❑ Carries out media monitoring in order to prepare periodic news alerts on human rights issues and other information related to the Office's mandate.
- ❑ Maintains an updated database of Office's contacts (national institutions, international community, media, civil society organizations and others).
- ❑ Contributes to incorporate fundamental concepts on best practice in accountability, results-based management and approach systems, according to OHCHR's strategy.
- ❑ Provides assistance in other tasks as required by the Coordinator's Unit, to comply with the Office's strategic planning.

2. Provides **administrative and logistical support**:

- ❑ Administrative and logistical support for the organization of public events such as workshops, report launches, fora, among others.
- ❑ Provides support for the elaboration of communication products, according to the administrative procedures.
- ❑ Maintains regular contact with suppliers to ensure the quality of the Office's communications products.
- ❑ Keeps 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.
- ❑ Prepares routine correspondence.
- ❑ Responsible for extracting, inputting, copying and filing data from various sources in order to prepare internal reports.
- ❑ Maintains and controls quality of OHCHR's information and records, related products and reports, ensuring proper safekeeping of the sensitivity of data as required.

3. Provides **support to Office maintenance and assets management**:

- ❑ Maintenance of an updated digital and audiovisual record of the Office's activities (audio, video and photography).
- ❑ In coordination with IT Assistant, keeps a record and management of audiovisual equipment assigned to the Press and Public Information Unit.

4. Provides **support to knowledge building and knowledge sharing** in the OHCHR Unit:

- ❑ Contributions to knowledge networks and communities of practice.
- ❑ Participation in the training for operations staff on administration, including the internal administrative procedures.

IV. Impact of Results

The key results have an impact on the quality of information materials and public events organized by 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, video edition and social media management.
Language Requirements:	Spanish as primary language. Fluency in English language (oral and written).

Interested candidates shall meet all requirements and submit application letter, enclosing signed 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 31 January, 2019.

Sealed envelope quoting as reference: "Assistant to Press and Public Information Unit", GUA/09/HC-AH//01, 003/2019, 4a. Avenida 12-48, Zona10 or

- a) By e-mail to eramirez@ohchr.org quoting the same reference.

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