



Job Opening

Job Title: Director, UN Information Centre, Port of Spain, P4
Department/ Office: DEPARTMENT OF PUBLIC INFORMATION
Duty Station: PORT OF SPAIN
Posting Period: 31 March 2011-30 May 2011
Job Opening number: 11-PUB-DEPT OF PUBLIC INFORMATION-18355-R-PORT OF SPAIN

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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Org. Setting and Reporting

This position is located in the UN Information Centre (UNIC) in Port of Spain, within the Information Centres Service (ICS), Strategic Communications Division (SCD), Department of Public Information (DPI). The incumbent is under the general supervision of the Director of SCD and the Chief of ICS.

Responsibilities

Under the guidance of the Chief of the Information Centres Service of the Strategic Communications Division of the Department of Public Information (ICS/SCD/DPI) and the Director of SCD/DPI, the incumbent, as Director of the United Nations Information Centre (UNIC) in Port of Spain is responsible to:

Develop and implement a public information strategy for the United Nations, in consultation with the United Nations Resident Coordinator and the United Nations Country Team (UNCT) in Trinidad and Tobago. In this connection, the incumbent leads the United Nations Communications Group (UNCG) in Trinidad and Tobago and provides support and advice on public information and communications issues to the UNCT.

Develop and maintain networks of high-level communications contacts and promote joint public information initiatives with media, government agencies, non-governmental organizations (NGOs) and other civil society entities in Trinidad and Tobago and 18 other countries and territories in the Caribbean region (Antigua and Barbuda, Aruba, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, the Netherlands Antilles, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname).

Oversee the preparation of a diverse range of information products in support of communications campaigns on key issues, evaluate results and impact of communications activities and report on developments, trends and attitudes regarding the United Nations.

Guide, develop and train staff under his/her supervision and evaluate staff performance using the performance appraisal system (PAS).

Competencies

Professionalism:

Demonstrated knowledge of public information techniques including strategic communications; proven ability to implement effective media campaigns and to develop products and activities targeting the media; ability to identify communications opportunities and problems and to articulate these to clients and staff. Knowledge of or experience working with the Department of Public Information or UN Information Centres. Ability to address a range of issues in the context of political developments, public attitudes and local conditions in Trinidad and Tobago and the region; ability to advise on high profile and sensitive communication challenges; ability to assess communication environments, develop communication strategies and manage implementation of public information campaigns in Trinidad and Tobago and 18 other countries and territories in the Caribbean region (Antigua and Barbuda, Aruba, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, the Netherlands Antilles (Bonaire, Curacao, Saba, Sint Eustatius and Sint Maarten), Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname) with various promotional and publicity techniques; in-depth knowledge of political trends, public attitudes, local conditions and developments in Trinidad and Tobago; in-depth understanding of the UN system, its organization and interrelationships. Ability to identify the key issues in a complex situation and come to the heart of the problem quickly; to take decisions with an eye to the impact on others and on the Organization; to propose a course of action or make a recommendation based on all available information; and to make tough decisions when necessary.

Communication:

- Speaks and writes clearly and effectively
- Listens to others, correctly interprets messages from others and responds appropriately
- Asks questions to clarify, and exhibits interest in having two-way communication
- Tailors language, tone, style and format to match the audience
- Demonstrates openness in sharing information and keeping people informed

Accountability:

- Takes ownership of all responsibilities and honours commitments
- Delivers outputs for which one has responsibility within prescribed time, cost and quality standards
- Operates in compliance with organizational regulations and rules
- Supports subordinates, provides oversight and takes responsibility for delegated assignments
- Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Leadership:

- Serves as a role model that other people want to follow
- Empowers others to translate vision into results
- Is proactive in developing strategies to accomplish objectives
- Establishes and maintains relationships with a broad range of people to understand needs and gain support
- Anticipates and resolves conflicts by pursuing mutually agreeable solutions
- Drives for change and improvement; does not accept the status quo
- Shows the courage to take unpopular stands

Managing Performance:

- Delegates the appropriate responsibility, accountability and decision-making authority
- Makes sure that roles, responsibilities and reporting lines are clear to each staff member
- Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills
- Monitors progress against milestones and deadlines
- Regularly discusses performance and provides feedback and coaching to staff
- Encourages risk-taking and supports creativity and initiative
- Actively supports the development and career aspirations of staff
- Appraises performance fairly

Education

Advanced university degree (Master's degree or equivalent) in journalism, communications or related area in international relations. A first-level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of seven years of progressively responsible experience in journalism, communications, public relations or related area, including experience at the international level. Experience in public relations and strategic communications, including public speaking, is required. Experience in dealing with the international media is desirable. Experience working in public information/communications in the United Nations system is desirable. Experience in managing high-level contacts with civil society organizations, government officials, business groups, international organizations and similar groups is desirable. Supervisory experience and experience in resource administration is desirable. Experience in the field of information and communications technology is desirable. Crisis management experience, especially managing communications during a crisis, is highly desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this post, fluency in oral and written English is required. Knowledge of languages spoken in the countries/territories covered by the UNIC is desirable.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

Assessment Method

Please note that as part of the evaluation of your application for this position, you may be requested to undergo a technical writing exercise, which may be followed by a competency-based interview depending on the result of the test.

Special Notice

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

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