



Job Opening

Job Title: Public Information Officer - Head of Communications and Information, P4

Department/ Office: Global Compact Office

Duty Station: NEW YORK

Posting Period: 4 June 2012-3 August 2012

Job Opening number: 12-PGM-GCO-23492-R-NEW YORK (X)

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

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Org. Setting and Reporting

This position is located in the Global Compact Office in New York. The incumbent reports to the Deputy Executive Director. For additional information about the Global Compact, please visit <http://www.unglobalcompact.org/>

Responsibilities

Responsibilities: Under the supervision of the Deputy Director of the Global Compact Office, the responsibilities of the Head of Communications and Information include:

- Takes the lead in strategy, planning, development and implementation of Global Compact related communications for both external and internal purposes. This includes complex communications (including speeches, talking points, papers and reports) and day-to-day tactical communications (including news items, letters and informational updates on the Global Compact). Communications cover a broad range of issues and audiences.
- Takes the lead on strategic drafting and editing of broader UN-business communications as requested, including input to Secretary-General speeches and remarks, UN reports and events.
- Provides advice and expertise to managers, senior officers and other staff on a range of communications issues, methods, and approaches; anticipates and resolves communications/public relations issues/problems, as well as broader Global Compact related matters.
- Prepares or oversees preparation of communications to Global Compact participants and stakeholders, ensuring quality and optimal timing.
- Oversees the preparation of the Global Compact Annual Review, the Global Compact's flagship publication which takes stock of actions by key actors to advance the initiative's mission and values. This includes:
 - o Overseeing the development, conducting and analyzing of a survey of Global Compact participants on their implementation of the initiative in coordination with an external academic partner;
 - o Collaborating with all relevant Global Compact managers to develop content across issue and stakeholder areas;
 - o Working closely with designer to create and print publication, as well as develop online version;
 - o Sharing information/results from survey internally to help build on issues, partnerships and networks;
 - o Publicizing Annual Review and developing public presentations.
- Oversees the preparation of the Global Compact Bulletin, a monthly online newsletter providing targeted and concise updates on news, engagement opportunities, resources and events.
- Serves as liaison to the Global Compact Cities Programme, a platform for Global Compact-related projects in urban areas around the world. Work to include: Assisting the programme's secretariat (located in Melbourne) with development and promotion, creating stronger links with the Global Compact initiative and its local networks; Further developing guidance for engagement by cities in the Global Compact and raise profile within the initiative.
- Represents the institution in meetings and conferences; fulfills speaking engagements and makes presentations to groups on Global Compact activities and advocates issues of concern;
- Coordinate and direct junior staff, supervises the work of junior officers on specific projects, and edits drafts prepared by junior officers.

Competencies

- **PROFESSIONALISM:** Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to provide sound advice and services in dealing with substantive matters concerning communications and public information operations. Ability to develop and implement a creative approach to communications and judgement to ensure effective design and delivery of information products in accordance with overall objectives and policies. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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 audience; demonstrates openness in sharing information and keeping people informed.
- **PLANNING AND ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Education

Advanced university degree (Master's degree or equivalent) in communication, journalism, international relations, public administration or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of seven years of progressively responsible experience in public information, journalism, international relations, public administration or related area. Extensive experience in drafting and editing of complex materials in English is required. Solid experience and understanding of corporate citizenship especially as it relates to UN-business collaboration is required. Previous experience both in the private Sector and in the UN is required.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English (oral and written) is required. Knowledge of another official UN language is an advantage.

Assessment Method

Evaluation of qualified applicants may include a substantive assessment, which may be followed by a competency-based interview.

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.

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.

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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