



JOB DESCRIPTION

General Information

Title: Associate Public Information Officer – Junior Professional Officer

Duty Station: Vienna

Supervision

Direct supervision by Chief, Public Information Section, Legal and External Relations Division or the Senior Public Relations Officer. Content and methodology of the supervision: direct, frequent contact and discussion

DUTIES AND RESPONSIBILITIES:

Under the overall supervision of the Chief, Public Information Section:

- **Multimedia and Multichannel Communication:** Draft a range of information and communications products for target audiences, including social media content, website articles, video messages, press releases, media advisories, brochures and factsheets, briefing materials, videos, audio pieces, newsletters, presentations, including researching topics and materials for projects, suggesting ideas on content, draft scripts, design elements, etc.
- **Multi-stakeholder Engagement:** Engage with a range of stakeholders including Missions/Member States, journalists, filmmakers, civil society, the academic and research communities, other UN agencies, funds and programmes, and a cross-functional team within CTBTO to respond to a variety of inquiries and information requests and promote the work of CTBTO among diverse audiences.
- **Outreach and Advocacy Initiatives:** Organize and execute special events, such as exhibits, presentations and press events, coordinating with diverse partners and the media to highlight and publicize key initiatives.
- **Senior Management Communications:** Prepare briefing materials for senior officials prior to their participation in events or going on mission including drafting speeches, talking points and background dossiers.
- **Coverage of Interparliamentary Proceedings:** Cover the work of CTBTO governing bodies such as the Preparatory Commission and Working Groups A and B for coverage as appropriate.
- **Monitoring and Evaluation:** Research, monitor and evaluate information from diverse sources on a range of issues to help assess the impact and effectiveness of information campaigns and support Public Information Officers in evaluating and implementing recommendations and best practices.
- **Perform additional duties as assigned.**

COMPETENCIES:

- *Professionalism* – A solid knowledge and understanding of communication and outreach practice in an international context, as well as good analytical and drafting skills;
- *Planning and Organizing* – Effective organizational skills and ability to prioritize own work programme. Efficient and reliable in meeting commitments and strict deadlines.

- *Communication* – Ability to write in a clear and concise manner and to communicate effectively orally.
- *Creativity* --Ability to actively seek to improve services, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas.
- *Teamwork* – Very good interpersonal skills and demonstrated ability to establish and maintain effective working relations with people in a multi-cultural environment with sensitivity and respect for diversity.

EDUCATION:

- Advanced University degree (Master's degree or equivalent) in journalism, communications, marketing, or in a related field area.

WORK EXPERIENCE:

- A minimum of two years' relevant working experience in the field of public information, journalism, international relations, or other related field, preferably in an international setting, is required.
- Experience writing news and feature stories for digital outlets, writing for social media platforms, producing multimedia content, including recording and editing video and audio, experience with web content management systems, web design, graphic design, or photography is an asset.

LANGUAGES:

- Excellent written and oral communication skills in English are essential.
- Working knowledge of another official language of the CTBTO Preparatory Commission is an asset.

Learning Elements

After the assignment the Junior Professional Officer will be able to:

- Design and implement strategic communications campaigns to reach a range of stakeholders including journalists, civil society, and Member States.
- Produce and distribute a wide range of communications products and services to targeted audiences.
- Write about international affairs in a journalistic style for web and social media platforms.
- Monitor and evaluate results of communications efforts to determine impact and best practices.
- Understand how the CTBTO and interparliamentary proceedings work, including governing bodies such as the Preparatory Commission and Working Groups A and B and how to promote the contribution of States Signatories to the Organization via public information.
- Cultivate and manage relationships with target constituencies, including UN Member States, journalists, civil society, academic institutions, and researchers.