

JOB DESCRIPTION

POST:	Associate Public Information Officer (Junior Professional Officer)
ORGANIZATIONAL SETTING:	Legal and External Relations Division, Public Information Section
GRADE:	P2
RESPONSIBLE TO:	Chief, Public Information Section

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Chief, Public Information Section, and in coordination with the Senior Public Information Officer, the incumbent will be responsible for the following duties:

- Draft and develop a range of information and communications products for target audiences, including social media content, website articles, 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.; select and catalogue sound/ visual materials and evaluates quality for inclusion in productions, and obtaining requisite clearances and copyrights, and preparing shot lists of video material.
- 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.
- Assist in organizing and executing special events, such as exhibits, presentations and press events, coordinating with diverse partners and the media to highlight and publicize key initiatives.
- Assist in preparing briefing materials for senior officials prior to their participation in events or missions, including talking points and background dossiers.
- Research, monitor and evaluate information from diverse sources on a range of issues to help assess the impact and effectiveness of communications campaigns and support Public Information Officers in evaluating and implementing recommendations and best practices.
- Perform additional duties as assigned.

QUALIFICATIONS

- Advanced university degree (master's degree or equivalent) in journalism, communications, marketing, or in a related field area.
- 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 one of the other official languages of the CTBTO Preparatory Commission is desirable.

COMPETENCIES

- **Professionalism** – Demonstrates professional competence and mastery of subject matter. Conscientious and efficient in meeting commitments, observing deadlines, and achieving results.
- **Planning and Organizing** – Effectively implements goals that are consistent with agreed strategies; adjusts priorities as requested; 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.
- **Communication** – Speaks and writes clearly and effectively; listens to others, correctly interprets messages from other and responds appropriately; tailors language, tone, style and format to match the audience.
- **Creativity** - Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs;
- **Team work** - Works collaboratively with colleagues to achieve organizational goals; proven interpersonal skills and the ability to listen and work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

LEARNING ELEMENTS

At the end of the assignment, the Junior Professional Officer will be able to:

- 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.
- Design and implement communications campaigns and strategies to reach a range of stakeholders including journalists, civil society, and Member States.
- 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.

BACKGROUND INFORMATION

The Comprehensive Nuclear-Test-Ban Treaty (CTBT) bans nuclear explosions by everyone, everywhere: on the Earth's surface, in the atmosphere, underwater and underground. The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization with its headquarters in Vienna, Austria is the international organization setting up the global verification system foreseen under the CTBT. The Treaty was established in 1996, has been signed by 187 states, and ratified by 178. The Treaty provides for a global verification regime, including a network of 337 stations worldwide, of which 302 are in operation, a communications system, an international data centre and on-site inspections to monitor compliance.

The Public Information (PI) Section is responsible for promoting global awareness and understanding of the work of the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO). The section works closely with the Office of the Executive Secretary and colleagues across the Organization to promote the Comprehensive Nuclear-Test-Ban Treaty, the CTBTO's mandate and mission and the Executive Secretary's strategic vision to a wide variety of target audiences. PI does this in a variety of ways, including through the dedicated public website www.ctbto.org, social media channels (X, Facebook, LinkedIn, YouTube and Flickr), traditional media outreach, publications, exhibitions, events and presentations. The Section has primary responsibility for coordinating outreach to the media and handling queries from journalists, and can advise internally on these and other communication issues.