

# Job Title: Associate Public Information Officer (P-2) - JPO

23528| OTP



## Deadline for Applications:

**Organizational Unit:** Immediate Office of the Prosecutor, Office of the Prosecutor

**Duty Station:** The Hague - NL

**Type of Appointment:** Junior Professional Officer

**Minimum Net Annual Salary:** €72,158.00  
**(including post adjustment)**

**Contract Duration:** In accordance with the JPO Agreement

## Organisational Context

The Immediate Office of the Prosecutor (IOP) provides assistance and advice to the Prosecutor in the day-to-day fulfilment of his functions in toto and in the overall management and quality control of the Office's work. IOP processes, prepares and reviews for the Prosecutor's final approval all correspondence, speeches, reports, specific category of Office filings and other documents; facilitates senior management meetings and related records and archiving; manages inter-organ matters and Court-wide initiatives on behalf of the Prosecutor; manages and supports the public information activities of the Office to ensure effective and strategic information dissemination and public relations; facilitates the Office's participation in inter-organ activities; and liaises with all components of the Office to ensure a consistency of standards and approach in line with the Prosecutor's vision.

## Duties and Responsibilities

The incumbent will serve in the Immediate Office of the Office of the Prosecutor (OTP), reporting to the Senior Public Information Officer, and is responsible for the following:

- Assist the Public Information Officer and Senior Public Information Officer in enhancing and managing the Office's communication strategy, ensuring it amplifies key messaging and maximizing media coverage where appropriate;
- Advance media activities within the OTP by drafting media releases, statements for review and arranging interviews with media;
- Produce audio, visual and other multi-media materials for the Public Information Unit;
- Coordinate OTP involvement in external public information projects;
- Assist with the management of the OTP Internet and Intranet websites;
- Develop and nurture relations with press contacts, especially in situation and preliminary examination countries;
- Provide assistance in the management, coordination, planning, preparation and organisation of major events such as press briefings and interviews, and provide input to responses to major developments in the area of public information;
- Liaise with relevant peers in the Public Information & Outreach Section of the Registry and coordinate social media activities;
- Perform any other duties as required.

## Essential Qualifications

*Education:*

An advanced university degree in Journalism, Public Information, Law, or a related field is required. A first level university degree in combination with two additional years of qualifying experience is accepted in lieu of the advanced university degree.

*Experience:*

A minimum of two years (four years with a first level university degree) of relevant professional experience in communications, journalism, public information, dealing with the media, preferably within an international context, is required.

*Knowledge, skills and abilities:*

- Knowledge of workings of national and international media, communications planning models, media relations techniques, etc.;
- Excellent written and verbal communication skills, ability to effectively and accurately disseminate and present information;
- Discretion, ability to apply sound judgement and respond quickly to changing circumstances;
- Strong planning and organisational skills, with flexibility and ability to adjust in a highly dynamic environment;
- Good diplomacy and negotiation skills, ability to interact effectively with senior officials and media representatives;
- Ability to work effectively under strict deadlines;
- Excellent project management and supervisory skills;
- Media, audio visual and web content management skills;
- Demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relationships with people of different national and cultural backgrounds;
- Ability to keep strict standards of confidentiality;
- Professional integrity.

*Knowledge of languages:*

Proficiency in one of the working languages of the Court, English or French, is required. Working knowledge of the other is considered as a strong asset. Knowledge of another official language of the Court (Arabic, Chinese, Russian, Spanish) would be considered an asset.

**ICC Core Competencies**

- *Dedication to the mission and values*
- *Professionalism*
- *Teamwork*
- *Learning and developing Handling uncertain situations Interaction*
- *Realizing objectives*