

Job Opening

Posting Title:	2020 YPP Exam: Global Communications (for external applicants), P2
Job Code Title:	ASSOCIATE PUBLIC INFORMATION OFFICER
Department/Office:	Department of Operational Support
Duty Station:	NEW YORK; ADDIS ABABA; BANGKOK; BEIRUT; GENEVA; NAIROBI; SANTIAGO; VIENNA; OTHER;
Posting Period:	01 September 2020 - 31 October 2020
Job Opening Number:	20-Public Information-DOS-138706-E- (G)
Staffing Exercise	N/A

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

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Org. Setting and Reporting

These positions are located primarily in the Department of Global Communications (DGC) and its worldwide network of information centres, as well as in the UN field offices. In addition, a number of other departments such as the Department of Peace Operations, the Department of Political and Peacebuilding Affairs and the Office for the Coordination of Humanitarian Affairs have need for Global Communications expertise. Global Communications Associate Officers typically report to a senior officer, i.e., a unit chief or section chief.

Responsibilities

The Young Professionals Programme examination in Global Communications covers a wide range of topics in the areas of public information and communication (public relations, campaign management, marketing and strategic communications, media monitoring and analysis), information and knowledge management (library, archives and records management), and multimedia production (audio-visual, print, photo, social media).

Some of the key responsibilities of an Associate Officer in Global Communications would be (These duties are generic and may not be carried out by all Global Communications Associate Officers):

- Track, research and analyse information on assigned topics/issues; gather information from diverse sources and help to assess news value and other potential impact, as well as to evaluate the effectiveness of communications campaigns.
- Draft/compile a specific type or types of information products for target audiences, including press releases, media packets and reports, brochures, briefings, video clips, newsletters, websites, social media content, etc.
- Create multimedia products for placement on web-based / social media or other platforms.
- Organize the production, clearance and distribution of information materials.
- Prepare initial drafts and edits of articles or chapters for inclusion in UN newsletters, periodicals, reports and books.
- Identify and propose information and advocacy opportunities, activities and approaches, taking into account the situation/topic and target audience.
- Identify key contacts/constituencies and opportunities for strategic partnerships to facilitate communications efforts and maintain working relationships with the same.
- Organize, or participate in the organization of, conferences, seminars, special events, press briefings, interviews, etc.; prepare briefing materials for senior officials prior to their participation in such events.
- Respond to a variety of inquiries and information requests internally and externally; prepare related correspondence and input to reports.
- Research, write, narrate, produce and broadcast scripts, story synopses, news and feature and taped programmes (Radio, TV...) from UN Headquarters and the field including Peacekeeping Missions.
- Cover meetings of the General Assembly and its Main Committees, as well as the Security Council and other major bodies of the United Nations; summarize them, highlighting the most newsworthy elements.
- Monitor and analyse global media coverage of the United Nations, the Secretary-General and/or relevant international issues and events in order to prepare press reviews and analyses for UN officials
- Organize, classify, catalogue and preserve print and electronic information resources.
- Participate in the development and maintenance of digital libraries, repositories and archives for UN content, including use of current and emerging metadata standards, tools and systems for the capture, maintenance and access to digital files and records, digitization of historical records and indexing functions.



- Supervise and undertake archival processing activities, records accession and disposition functions, including records appraisal, by liaising with records-creating offices on the transfer and/or disposal of records and analysing and evaluating records for evidential and informational value in support of records appraisal.
- Review a variety of professional sources to evaluate and identify appropriate materials to be added to the library collections and electronic resources subscriptions that meet the information needs of the Organization and its primary clientele (delegates and staff at UN Permanent Missions, UN Secretariat staff); organize, classify and catalogue/create metadata for print and electronic information resources.
- Provide targeted knowledge services to internal clients and partner organizations; provide reference assistance and research support to internal and external clients; search and compile information from a variety of online and traditional reference tools, including catalogues, discovery systems, databases, print indexes, etc.; develop and conduct training and instructional programmes in the use of a variety of research tools and online databases.
- Develop and maintain online research tools and websites to allow easy access to United Nations information and data sources including document repositories, news feeds, newsletters, audio-visual files, e-conferences and other media; design, develop and populate supporting databases; document standard operating procedures; integrate with existing information systems.
- Participate in outreach activities and marketing efforts, in particular via social media, to increase exposure and to highlight products, information resources and knowledge services to clients.
- Participate in the training of internal and external end users about information resources as well as products and services of the Unit.
- Assist in the preparation of the calendar of conferences, meetings or trainings for the current and future years.
- Prepare charts, statistics and reports on the evolution of the activity of his/her unit.
- Monitor the performance of vendors and exchange partners and recommend changes where necessary.
- Supervise General Service staff relating to functions cited above.
- Perform other related duties, as required.

Competencies

- **PROFESSIONALISM:** 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.
- **CLIENT ORIENTATION:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- **TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education

At least a first-level university degree (i.e., bachelor's degree or an equivalent degree of at least three years) in any of the following Fields of Study:

- Fields of Study (listed under "Arts"): Design, Communication Design, Audio-Visual Arts, Graphic Design, Graphic and Audio-Visual Arts
- Fields of Study (listed under "Business and Administration"): Finance, Management, Management Systems, Marketing, Advertising & Publicity, Public Administration, Public Relations, Administration
- Fields of Study (listed under "Computing"): Computer Graphics, Computer Programming, Information Technology
- Fields of Study (listed under "Journalism and Information"): Archival Sciences, Communication Studies, Documentation Techniques, Information Management, Radio and Television Broadcasting, Library, Media studies, Multimedia, Museums and Similar Repositories, Journalism
- Fields of Study (listed under "Humanities"): Native languages, History, Foreign languages and cultures, Foreign languages, Modern history, Area studies, Cultural Studies
- Fields of Study (listed under "Social and Behavioural Science"): Economics, Gender Studies, Human Resources, Human Rights, International Economics, International Relations, International Studies, Development Studies, Sociology, Political Science, Peace and Conflict Studies

Important: when preparing your application in Inspira, please choose the field of study that is closest to your degree, from the "Field of Study" dropdown menu, and write the exact title of the degree (both in its original language and its translation in English or French). Do not select "other" for main course of study or field of study.

Work Experience

No work experience is required. Relevant work experience may be taken into consideration as an additional screening criteria when more than 60 candidates from the same country apply to the same exam area.

Languages

Fluency (speaking, reading, writing, understanding fluently) in one of the working languages of the UN Secretariat, English or French, is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Assessment

The assessment process is divided into 3 stages:

1. Screening of applications,
2. Written examination taken online,
3. Oral examination.

Knowledge of UN languages may be tested at any of these stages.

- Applications will be screened based on the eligibility criteria in this Job Opening.
- The written examination will be conducted via an online testing platform. Candidates convoked for the written examination will be responsible for identifying and securing a location suitable for them to complete the examination (i.e., a computer with a reliable internet connection). Further information regarding the online testing platform and exam preparation guidance will be provided to those convoked for the examination.

The written examination is planned to be offered in two parts, with the following tentative timeframe (exact dates to be announced on the UN Careers YPP Page):

- Part I, in early 2021, consists of 1) the General Paper, which assesses written communication and other competencies and abilities critical to success in working in an international affairs context, and 2) first part of the Specialized Paper, multiple choice questions which assess knowledge and attributes relevant to the exam area.
- Part II (1-2 months after part I) consists of the second part of the Specialized Paper, constructed response items (i.e., open-ended questions) which assess knowledge and attributes relevant to the exam area. Only examinees successful in part one of the online exam will be invited to participate in the second part.
- Only examinees who are successful in the overall written examination will be invited to the oral examination. The oral examination will be conducted via online video conference. The oral examination will assess the key competencies for the job family, as described in the Job Opening. Part of the final assessment stage, either before, during or after the oral examination may include an element to verify the candidate's answers given in the Specialized Paper as well as the information in the Personal History Profile submitted. The anticipated timeframe for the oral examinations is sometime in Spring/Summer 2021.

Special Notice

- The purpose of the present Job Opening is to invite applications from external candidates who wish to take the 2020 Young Professionals Programme (YPP) examination in Global Communications. Applicants are strongly encouraged to visit the YPP Careers Page to learn more: careers.un.org/yppe. UN Secretariat staff members who are eligible to apply through the "G to P" or "G to N" track must not apply through this Job Opening.

- Applicants must meet the following eligibility requirements:
 1. Have at least a first level university degree (Bachelor's degree or at least a three-year equivalent) in the main course of study listed in the Education Section of this Job Opening;
 2. Be 32 years old or younger by the end of this year (born on or after 1 January 1988);
 3. Be fluent in either English or French; and
 4. Have the nationality of a participating Member State. The participating Member States for the 2020 YPP are:

Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Belize, Brazil, Brunei Darussalam, Cabo Verde, Cambodia, Central African Republic, China, Comoros, Congo, Cuba, Cyprus, Democratic People's Republic of Korea, Dominica, Equatorial Guinea, Gabon, Gambia, Georgia, Grenada, Guinea-Bissau, Haiti, Iran (Islamic Republic of), Iraq, Israel, Japan, Kazakhstan, Kiribati, Kuwait, Lao People's Democratic Republic, Latvia, Lesotho, Liberia, Libya, Liechtenstein, Luxembourg, Marshall Islands, Micronesia (Federated States of), Monaco, Mozambique, Namibia, Nauru, Norway, Oman, Palau, Papua New Guinea, Paraguay, Qatar, Republic of Korea, Russian Federation, Saint Lucia, Saint Vincent and the Grenadines, Samoa, San Marino, Sao Tome and Principe, Saudi Arabia, Seychelles, Solomon Islands, South Sudan, Sudan, Suriname, Thailand, Timor-Leste, Tonga, Turkey, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Venezuela (Bolivarian Republic of)

If more than 60 applicants from the same country apply for the same exam area, those applicants will be further screened and ranked according to points given for the following additional qualifications: highest level of education completed, knowledge of official UN languages, and relevant work experience. The "top 60" applicants per country per exam area will be convoked to the first stage of the online exam. A maximum of 40 applicants per country per exam area will move forward from the first stage of the online exam to the second stage, based on exam performance.

- APPLICANTS MUST SUBMIT SCANNED COPIES OF THE FOLLOWING DOCUMENTS, AS ATTACHMENTS IN THEIR APPLICATIONS, TO BE CONSIDERED.
 1. Passport or a valid identification document issued by a state authority, showing your name, birth date and nationality, including a clear photograph;
 2. Documentation of University degree(s) (e.g., diploma, transcript or similar official document), reflecting the

main course of study selected.

- Submitting applications for more than one YPP exam in a given year will result in automatic disqualification in all.
- Success in the YPP exam process will result in placement on a roster of eligible candidates for selection into specific vacancies which may arise over the course of a three-year period (beginning from when the roster is established).
- Upon selection, successful YPP candidates will be initially appointed at the P-1 or P-2 level depending on their qualifications. Those appointed at the P-1 level shall be promoted to a position at the P-2 level following a minimum of two years of satisfactory performance and depending on the availability of posts.
- Applicants should monitor the UN Careers YPP Page (careers.un.org/yp) frequently. Important notifications and updates will be posted there.
- Click "apply" to activate the Virtual Assistant or Chatbot, Alba, in Inspira. Alba will answer questions about YPP.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

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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