

CORE VALUES: *INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY*

I. Position Information

Job Code Title:	NATIONAL COMMUNICATION OFFICER
Pre-classified Grade:	NO-A
Supervisor :	Deputy Representative
Organizational Unit:	OHCHR Mexico
Duty Station:	Mexico City

II. Organizational Context

Under the direct guidance and supervision of OHCHR-Mexico's Deputy Representative and the overall guidance of the OHCHR-Mexico's Representative, the National Communication Officer main tasks and responsibilities are to implement communication strategies for OHCHR Mexico, promote Office activities with a human rights approach; maintain contact with the Media and all communications related activities.

III. Main duties / Key results

- ☐ Develop and implement a communications strategy for OHCHR Mexico in consultation with Representation and Headquarters.
- ☐ Monitor and analyze current events, public opinion and press coverage, identifying issues and trends, and advises the Representation on appropriate action/responses.
- ☐ Contribute to increasing the visibility of the Office's mandate among different actors such as the media, civil society and general public.
- ☐ Assure the continuity of the social network strategy as a tool for the promotion and dissemination of human rights.
- ☐ Participate in the planning and coordination of major events, liaise with relevant departments/agencies, and other UN Offices.
- ☐ Coordinate on daily basis to compile a report with the relevant news on human rights matters as a tool for monitoring and following up on HR issues in the country.
- ☐ Provide the Office with general support on media and promotion matters.
- ☐ Coordinate the design and printing process of promotional materials and publications
- ☐ Elaborate, produce and guarantee that Office publications, promotion and image materials are appropriate and according to UN standards, rules and regulations.
- ☐ Conducts media outreach, including development of media strategies and action plans, initiating proactive media outreach efforts.
- ☐ Maintains contacts with national and regional media.
- ☐ Coordinate actions with the media and respond to their technical and informational needs for interviews, press conferences and other public events.
- ☐ Disseminates information materials to the media and arranges interviews, organizes

<p>press conferences and briefings, monitors press coverage of OHCHR Mexico; consults with press on approach/story angle and other information requests, undertakes appropriate follow-up action and analyzes and reports the impact of coverage.</p> <ul style="list-style-type: none"> ❑ Coordinate media coverage of important events; liaise with news and publications agencies, public relations firms and others ❑ Coordinate the development of public information campaigns led or organize by OHCHR Mexico/HQ. ❑ Maintains contacts with key civil society partners at the national level and undertakes joint projects with them. ❑ Manage and update mailing lists, databases and other materials related to communications matters. ❑ Produces photo, video and audio materials for OHCHR Mexico. ❑ Manages, in coordination of OHCHR Mexico Representative, the development of OHCHR Mexico website, including production of suitable multimedia contents. Post appropriate materials on the website. ❑ Assist in drafting and editing reports, press releases and other related texts. ❑ Assure the compliance with the rules and regulations established by headquarters related to communications. ❑ Perform other duties as required.
<p>Other related tasks</p> <ul style="list-style-type: none"> ❑ Manage and coordinate logs, control stocks and distribute Offices publications. ❑ Elaborate and monitor the Communications Unit's annual work /cost plan. ❑ Carry out administrative tasks related to the Communications Unit's expected accomplishments. ❑ Attend all OHCHR-MEX regular/extraordinary/internal coordination meetings and execute/report the corresponding budget/lines assigned to the Communication Unit. ❑ Undertake other related tasks necessary for the completion of the objectives and the general mandate of the OHCHR-Mexico.

IV. Impact of Results

The key results have an impact on the reputation and standing of OHCHR in the country. High quality information material and well-organized public events enhance OHCHR Mexico position as a strong development partner and assures the promotion of human rights in the country.

V. 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.
- **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.
- **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 the audience; Demonstrates openness in sharing information and keeping people informed.
- **Creativity** - Actively seeks to improve programmes or services.; Offers new and different options to solve problems or meet client needs; Promotes and persuades others to consider new ideas; Takes calculated risks on new and unusual ideas; thinks "outside the box"; Takes an interest in new ideas and new ways of doing things; Is not bound by current thinking or traditional approaches.
- **Technology awareness** - Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the office; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology

VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> • Master's Degree or equivalent in communications, journalism, public information. • Alternatively, a Bachelor's Degree or equivalent in communications, journalism, public information or other related fields and at least two years of relevant work experience in a communication/journalism related field. • Specific training on human rights will be an asset.
Experience:	<ul style="list-style-type: none"> • At least 2 years of progressively and relevant experience in communications, public relations and in managing contacts and networking with the media is required. • Demonstrated 2 years of relevant experience in public information and/or public relations and/or experience a part of a strategic communications team and proven experience in public speaking are required. • Experience in handling of web-based management systems.
Language Requirements:	Fluency in Spanish and English (both written and spoken) is required. Knowledge of another official United Nations language is an advantage.
Other Skills:	Basic knowledge of computer editing, graphic design, multimedia production and other ICT applications. Management skills, including the ability to coordinate and supervise staff.

VII. Applications

Please send your electronic United Nations P-11 form duly signed and relevant academic/professional certificates to the following e-mail: rhmexico@ohchr.org. Please clearly mark your application with the subject "National Information Officer (NO-A)".

Deadline for Applications: **July 17, 2016**

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