

NRL L-2

Job Description

Post: Associate Networking and Outreach Expert

Project Title: United Nations Project Office on Governance

Application Deadline: 27 March 2018

Duty Station: Seoul, Republic of Korea

Duration: One year (renewable)

Background and Justification

The United Nations Project Office on Governance (UNPOG) is a project office under the United Nations Department of Economic and Social Affairs (UNDESA). Its mandate is to assist developing countries in strengthening their public administration capacities to translate the Sustainable Development Goals (SDGs) and other internationally agreed goals into institutional arrangements, strategies and programmes at country-level. A particular focus will be placed on those countries in special situations, i.e. least developed countries (LDCs), land-locked developing countries (LLDCs), post-conflict countries and small island developing states (SIDS) in Asia and the Pacific as well as the Eastern Africa.

The Project aims to fulfill these objectives by implementing activities under three components: i) Research and Policy Analysis; ii) Capacity Development and iii) Networking and Outreach.

Responsibilities

Under the direct supervision of Head of UNPOG, the Associate Networking and Outreach Expert supports establishing and implementing the networking and outreach strategies of the office – including the planning, execution, monitoring and evaluation of networking and outreach activities for achieving the objectives of the Project; develops and implements promotion and awareness-raising activities and campaigns on governance and public administration issues and the SDGs; develops, archives, maintains and updates information including a database of experts and senior government officials from Korea institutions, other Member States and international organizations; forges synergies and partnership with communications officers of other UN agencies, international organizations and partners as well as entities working on governance issues; plans and executes the publication including conferences and symposia proceedings and promotion materials; designs, develops, maintains and updates the Project website (www.unpog.org) in synergy with the DPADM website; provides advice and suggestions on the effective use of communication tools, including social media, press briefings, conference and media interviews to achieve networking and outreach objectives; and performs other duties as required.

Competencies

Professionalism: Knowledge and experience in the field of social science such as communication, public relations, and public administration; ability to address a range of issues related to governance and public administration; ability to conceptualize, design and implement promotion and advocacy campaigns; ability to develop communication products for global audiences; knowledge about content management and maintenance of the website.

Planning and organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; proven ability to plan, monitor and evaluate activities; being conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Teamwork: Good interpersonal skills. Demonstrated capacity to work in a multicultural environment and to establish and maintain effective working relationships. Proven ability to work in collaboration with other colleagues to achieve common goals and to lead and gain cooperation of others in a team endeavor.

Communication: Diplomatic skills and ability to interact and negotiate with high level government officials are highly desirable. Public speaking skills are an asset.

Qualifications

Education: Advanced university degree (Masters Degree or equivalent) in social sciences, such as communications, journalism, public relations or public administration, a first level university degree together with specialized education in the field of training (such as graduation from a training institute) and experience in organizing large events may be accepted in lieu of an advanced university degree.

Work experience: At least 2 years of professional experience in journalism, communications or public relations or public administration including experience at the international level are strongly preferred.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised proficiency in oral and written English is required. Knowledge of another UN official language is an advantage.

Other skills: Solid computer skills including proficiency in MS Office.

Assessment Method

A written test and competency based interview may be conducted as part of the recruitment process for this position.