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| United Nations Information Office in Baku  **IC position title:** Communications Specialist  **Type of Contract:** Individual Contract  **Duration:** January – December 2023  **Duty station:** Baku  **Posting date:** 22 November 2022  **Deadline:** 7 December 2022 |

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| |  | | --- | | **Organisational setting and reporting** | | This position is located in the United Nations Information Office in Baku (UNO Baku), within the Information Centres Service (ICS), Strategic Communications Division (SCD), Department of Global Communications (DGC). The UNO Baku is the principal source of information about the United Nations system in Azerbaijan and is responsible for promoting public understanding and support for the aims and activities of the United Nations by disseminating UN information materials to a local audience in local language; engaging local and regional partners. | | The position is available immediately for an initial period of one year, with the possibility of extension.  **Duties and Responsibilities**  Under the direct supervision of the National Information Officer (NIO) of the UNO Baku, the Communication Specialist is expected to perform the following functions: | | * Supports NIO in maintaining and updating the ‘UN Azerbaijan’ website and social media channels; * Contributes to the design and implementation of joint UN information campaigns and drafting press releases (in English and Azerbaijani); * Supports NIO in the development of multimedia material and the organization of outreach activities to promote the Sustainable Development Goals and celebrate international days and observances; * Provides support in organizing and conducting UN Communications Group meetings; * Performs any other tasks assigned by NIO. | |  | | **Core competencies**  \* 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 audience; demonstrates openness in sharing information and keeping people informed.  \* 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.  \* 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.  \* CLIENT ORIENTATION: Considers all those to whom services are provided to be 'clients' and seeks to see things from clients' point of view. | | **Position Requirements:**  **Education** | | Applicants should have a university degree in communications, journalism, public relations, social sciences or other related fields.  **Work Experience**  Applicants should have at least three years of relevant experience in communications, media affairs and public relations.  Knowledge of social media, experience in the usage of office software packages (MS Office Programmes) and handling of web-based management systems is required.  Knowledge of Adobe Photoshop, Illustrator or similar to produce high-quality multimedia social media content, including graphics, GIFs and data visualisations is desirable;  Work experience in international organizations/entities and/or UN Agencies is desirable.  **Languages**  English and French are the working languages of the United Nations Secretariat. Fluency in spoken and written English and Azerbaijani languages is required for this position.    **United Nations Considerations**  The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). | |

**Important Notice**

*To apply for this local level job opening, email* [***the UN Personal History Profile (PHP) from Inspira***](https://inspira.un.org/psp/PUNA1J/?cmd=login&languageCd=ENG&) *to*[*unic-baku@un.org*](mailto:unic-baku@un.org) *including the vacancy title and your name in the subject of the email.*