

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy Code	VA/2010/LCO/PEOC/001
Post Title	Communication Officer
Post Level	Individual Contract Agreement (International ICA – 1)¹
Org Unit	Peru Operations Centre/ Latin America and the Caribbean Office
Duty Station	Lima, Peru
Duration	One Year
Closing Date	12 February 2010

Background

UNOPS is a self-financing entity of the United Nations system, with more than a decade of experience in providing operational management services in developing nations and post-conflict/emergency situations. UNOPS Peru Operations Centre (PEOC) provides services to the UN System, the Peruvian Government, the different regional and municipal governments, International Financial Institutions, the donor community, and others, for the implementation of projects in the field of infrastructure, disaster management and complex procurement project.

Duties and Responsibilities

Under the direct supervision of Director of PEOC and in close coordination with the HQ Communications Team, the incumbent will be responsible for the following:

Take the lead in planning, development and implementation of various communications strategies and campaigns in conjunction with the OC Director;

Draft a wide range of communication materials including fact sheets, news stories, brochures, power points, posters etc. This will involve researching, writing and editing, and guaranteeing that phraseology and terminology are correct and that the style is appropriate to the audience.

Assist the OC personnel on a range of public affairs and communications issues, methods, and approaches; manage the design of information tools and visibility strategy. Anticipate and resolve communications/public relations issues/problems;

At the request of the OC serve as a spokesperson/principal liaison to media organizations, governmental bodies, other UN agencies national groups, private sector organizations, educational organizations, international organizations, etc.

Advice and support projects in organization of conferences and workshops bringing together project beneficiaries, donors, Ministries and implementation partners, and ensuring media coverage;

Organize media coverage and arrange for media contacts, briefings, interviews; organize seminars, lectures, conferences. public events on major issues concerning PEOC activities;

Be the focal point for the collection and delivery of quality information from PEOC for the annual result based reporting (RBR) exercise and the annual report.

Plan, administer and track production budgets for all public information activities; maintain a database of contracts related to production of marketing tools;

Perform other duties as requested by the OC Director.

Please note that all UNOPS personnel are responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

Required Selection Criteria

Education:

Advanced university degree in journalism, communications, international affairs or development studies is required.

Work Experience:

Minimum three years experience in journalism/communications, preferably with some experience with the United Nations or another international organization, or a First University degree in related fields with at least five years of experience in similar responsible position.

Excellent writing and editing skills. Proven record of attention to detail. Acquired and demonstrated specialized knowledge, skill and ability to perform, under general supervision, a wide range of information management tasks, often working under pressure to tight deadlines.

Languages:

Excellent skills in oral and written English and Spanish essential.

Other Skills:

Good knowledge of office and desktop publishing software, such as Adobe InDesign and Sharepoint or similar content management systems.

Submission of Applications

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11), via e-mail to vacancieslco@unops.org Kindly indicate the vacancy number and the post title in the subject line when applying by email.

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.

For more information on UNOPS, please visit the UNOPS website at www.unops.org.

¹ For more information on the UNOPS Individual Contractor Agreement modality, please visit <http://www.unops.org/english/whoweneed/Pages/Contracttypes.aspx>