

**United Nations Mission in Liberia  
(UNMIL)**

**Vacancy Announcement- Internal/External**

<b>Vacancy#:</b>	<b>Deadline: 29 March 2017</b>
<b>Post Title:</b> Outreach Assistant (1 Position)	<b>Level:</b> Individual Contractor (IC)
<b>Organizational Unit:</b> Public Information Section/UNMIL Radio	<b>Location:</b> Monrovia
<b>Initial Appointment:</b> Initial three (3) months subject to operational requirements and satisfactory performance	<b>IMIS Post #:</b>
	<b>Indicative Minimum Annual Gross Salary: 4,743</b>
UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Management Section and attach copies of the following: Proof of Liberian nationality (Birth certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed. <b>Please note that you can also apply by email to <a href="mailto:unmilrecruitment@un.org">unmilrecruitment@un.org</a>. Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.</b>	

**Description of Main Duties:**

Under the general supervision of the Head of Strategic Communication and Outreach Unit of Public Information, the incumbent shall be responsible to perform the following duties:

- Assist in the designing, production and delivery of information materials for Community Outreach Programmes and special events in Liberia.
- Pretest outreach information materials, training and research tools
- Ensure appropriate packaging of information products for distribution to various locations across the country.
- Monitor and supervise the performance of 11 traditional communicators /Groups in the field as well as drive groups to strategic locations, convey band equipment and distribute UNMIL promotional and sensitization materials.
- Compile Community Outreach promotional materials for all Campaigns and Special events in the country.
- Update Community Outreach promotional materials used for Campaigns and Special Events.
- Draw up schedule of sensitization and process work Orders for the conduct of information and sensitization campaigns.
- Provide technical support to UNMIL Community Outreach Band.
- Arrange 3x weekly practice and workshop sessions for UNMIL Band members
- Produce weekly report of outreach activities undertaken during the reporting week
- Compile and update weekly all Community Outreach events, campaigns and resources
- Performs other duties as directed the Head of unit.

**Competencies:**

- **Professionalism** – Knowledge of general office and administrative support including administrative policies, processes and procedures. 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.
- **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.
- **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.

- **Planning& 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.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **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.
- **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.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

#### **Qualifications and Experience:**

High School Diploma or equivalent.

Additional training in report writing is an added advantage

#### **Work Experience**

At least 3 years of progressively responsible professional experience.

#### **Languages**

Fluency in spoken and written English; knowledge of a second UN language is an advantage and sometimes a requirement. Fluency in the language may be essential.

Preference will be given to equally qualified women candidates.  
Completed detailed applications documentation as specified above referring to  
Vacancy - should be forwarded to the attention of:  
Human Resources Management Section, UNMIL Logistic Base, Star Base, Monrovia