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Chief of Press and Public Information Unit (S4)

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 Media Affairs

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- Issued by: OSCE Special Monitoring Mission to Ukraine
- Requisition ID: MED00000I
- Contract Type: International Secondment
- Grade: S4
- Job Type: Seconded
- Number of posts: 1
- Location: OSCE Special Monitoring Mission to Ukraine, Kyiv
- Posting Date: Oct 6, 2021
- Closing Date: Nov 10, 2021
- Employee Status: Fixed Term
- Schedule: Full-time
- Education Level: Master's Degree (Second-level university degree or equivalent)

General Minimum Requirements

The general minimum requirements for working with the OSCE are:

- Excellent physical condition
- Possession of a valid automobile driving license and ability to drive using manual transmission
- Ability to cope with physical hardship and willingness to work extra hours and in an environment with limited infrastructure

Field of Expertise Requirements

The general minimum requirements for working in this field of expertise are:

- Experience in working in or with the media or in public relations, particularly in gathering, organizing, editing and disseminating information
- Excellent oral and written English communication skills, including the ability to prepare news-related documents and public presentations in simple, clear language for a broad non-diplomatic audience
- Good analytical and interpersonal skills

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Level of Professional Competence Requirements

Furthermore, this level of responsibility requires the following:

Education:

- Second-level university degree in journalism, international relations or related field, communications, public relations, media studies or professional certification in journalism, public relations or media technology; a first-level university degree in combination with two years of additional qualifying experience may be accepted in lieu of the second-level university degree

Experience:

- Minimum 10 years relevant, diversified and progressively responsible professional experience including at least 5 years at the management level relevant to the actual position

Mission Specific Requirements

Additionally, this particular post has specific requirements:

Mandatory:

- Extensive experience in the management of corporate communications and media relations for large public sector organizations, international organizations, NGO's, news-gathering organizations and/or public relations companies;
- Demonstrated experience in the development of public information campaigns, including public opinion surveys, television and radio public service announcements;
- Familiarity with information technology, including editing digital photography and video;
- Professional understanding of print and electronic media production and mechanics;
- Proven ability to establish contact and develop constructive relations with government officials and institutions, as well as the ability to work with civil society;
- Proven resilience in high stress environments;
- Demonstrated skills in preparing analytical reports;
- Proven ability to draft and edit materials for the media, including articles and feature stories; experience with editorial responsibilities;
- Demonstrated experience in leading and managing teams;
- Excellent organizational and analytical skills;
- Professional fluency in English, both oral and written, and the ability to communicate clearly and concisely;
- Ability to operate Windows applications, including word processing, handling of databases, and email;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- Demonstrated ability and willingness to work as a member of a team, with people of different cultural and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity;
- Knowledge of the historical and political situation in Ukraine.

Desirable:

- Experience of working in international organizations;
- Professional fluency in Ukrainian and/or Russian language(s)

Tasks and Responsibilities

The Special Monitoring Mission to Ukraine (SMM), in line with the OSCE Action Plan for the Promotion of Gender Equality, is committed to further improving gender balance among staff in all

areas and levels within the SMM. We encourage qualified applicants, especially women to apply for this position.

If applicable, deployment is subject to attendance to and successful completion of pre-deployment training and assessment.

Applicants are hereby notified that the Special Monitoring Mission to Ukraine (SMM) is designated by the OSCE as a nonfamily duty station. This designation is based on the fluid and dynamic working environment in the SMM. The currently prevailing working conditions in the duty station may include working in a hazardous location with extended hours of service, and possibly curtailed freedom of movement. Successful candidates who are appointed to locations deemed by the OSCE as hazardous will receive hazard pay. In addition, all successful candidates will be required to participate in the OSCE accident and life insurance scheme in accordance with the OSCE Staff Regulations and Staff Rules.

The Chief of Press and Public Information Unit is responsible for overseeing the Mission's external communications strategy and operations. The incumbent oversees the dissemination of information related to the OSCE Special Monitoring Mission to Ukraine's (SMM) activities to local and international press, and advises the Chief Monitor (CM) and senior staff on public information campaigns, as well as the content, style, placement and dissemination of all communications.

Under the direct supervision of the Chief Monitor, the Chief of Press and Public Information Unit will be responsible for:

1. Managing the day-to-day work of the Press and Public Information Unit;
2. Providing analytical media reports to the CM and senior management staff on a daily basis;
3. Developing and maintaining relationships with key international and local journalists to ensure fair and objective media reporting of the SMM activities;
4. Liaising with the OSCE Secretariat's Communication and Media Relations Section;
5. Defining key messages (including active and passive media lines) to be communicated to the public;
6. Managing the Mission's media policies and guidance;
7. Managing the placement of opinion editorials by the CM and other Senior Management staff;
8. Distributing accurate information on the SMM activities to other international agencies, OSCE participating States, and other key audiences as well as to the general public;
9. Conceiving, implementing, monitoring and modifying media strategies as needed, to include public information campaigns designed to generate maximum positive local and international media coverage of the Mission activities. These activities include the development of public opinion surveys, television and radio public service announcements;
10. Producing professional quality public information materials for distribution to the public, other international agencies and the Delegations of the OSCE participating States;
11. Supervising and managing press and public information staff (one international and five national staff) in the Mission;
12. Performing other duties as required.

For more detailed information on the structure and work of the OSCE Special Monitoring Mission to Ukraine, please see <https://www.osce.org/special-monitoring-mission-to-ukraine>

The OSCE is committed to diversity and inclusion within its workforce, and encourages the nomination of qualified female and male candidates from all national, religious, ethnic and

social backgrounds. Please note that nationals or permanent residents of the country of the duty station are not eligible to apply.

Candidates should be aware that OSCE officials shall conduct themselves at all times in a manner befitting the status of an international civil servant. This includes avoiding any action which may adversely reflect on the integrity, independence and impartiality of their position and function as officials of the OSCE. The OSCE is committed to applying the highest ethical standards in carrying out its mandate. For more information on the values set out in OSCE Competency Model, please see <https://jobs.osce.org/resources/document/ourcompetency-model>.

Candidates should, prior to applying, verify with their respective nominating authority to which extent financial remuneration and/or benefit packages will be offered.

Please apply to your relevant authorities well in advance of the deadline expiration to ensure timely processing of your application. Delayed nominations will not be considered. The OSCE can only process Secondment applications that have been nominated by participating States. For queries relating to your application, please refer to the respective delegation as listed here: <https://www.osce.org/contacts/delegations>.