



## **TERMS OF REFERENCE**

**21P086**

**Junior Professional Officer (JPO)**

### **I. General Information**

---

Title;

**Associate Public Information Officer**

Sector of Assignment:

**Public Information**

Organization/Office: **United Nations / Office for the Coordination of Humanitarian Affairs (OCHA)**

Duty Station: **Yaoundé, Cameroon**

Duty station: **Family**

Contract Type:

**Fixed-term (JPO)**

Duration: 1 year (with possible extension for another year)

**2 to 3-year assignment (one-year fixed-term appointment renewable up to 3 years subject to satisfactory performance, recommendation by respective office and partner country agreement). Extension for a third year, possibly in a different duty station, will depend on availability of financial resources and the candidate's performance.**

### **II. Supervision**

---

#### **II. Supervision**

Title of First Reporting Officer:

Public Information Officer

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate or the JPO's performance,

The JPO in Public Information and supervisor will have weekly meetings and will work very closely as part of a small team.

### **III. Duties, Responsibilities and Output Expectations**

#### **Organizational Setting and Reporting Relationships:**

This position is based in the Office for the Coordination of Humanitarian Affairs (OCHA) in Yaoundé, Cameroon. The JPO in Public Information reports to the Public Information Officer.

#### **Responsibilities:**

Within limits of delegated authority, the JPO in Public Information will be responsible for the following duties:

- \* Prepares, based on official UN documentation and other sources, print products (sitreps, bulletins and others) and monitors the production processes to ensure high quality and adherence to an overall design strategy,
- \* Drafts/compiles communications products for target audiences, including press releases, media packages and reports, brochures, briefings, video clips, newsletters, websites, digital content, social media, etc,
- \* Tracks, researches and analyzes communications on assigned topics/issues; gathers information from diverse sources and helps to assess news value and other potential impact, as well as to evaluate the effectiveness Of communications campaigns.
- \* Organizes the clearance, production and distribution of communications material; conducts photo, video and graphic research; organize strategic media of key issues, events and high-level missions.
- \* Organizes or participates in the organization of conferences, seminars, press briefings, interviews, and working groups on design policy and standards etc.; prepares briefing materials for senior officials prior to their participation in such events; drafts public statements, press releases, and op-eds; produces and disseminates media materials such as press kits and Q&As, and organize background materials.
- \* Monitors social media initiatives by other UN agencies, non-profit organizations at country level and look for opportunities to collaborate; identify new opportunities and innovative ways to continually engage supporters; monitor social media conversations of affected and host communities to inform situational analysis.
- \* In consultation with others, identifies and proposes communications opportunities, activities and approaches, considering the situation/topic and target audience; work with partners on advocacy initiatives to ensure coherence of coverage.
- \* Identifies key contacts/constituencies and opportunities for strategic partnerships to facilitate communication efforts and maintains working relationships with the same.
- \* Responds to a variety of inquiries and information requests internally and externally, prepares related correspondence
- \* Promotes and implements OCHA's campaigns and initiatives, such as the World Humanitarian Day (19 August) at the field level with local partners and media.
- \* Performs other duties as assigned.

### **IV. Qualifications and Experience**

---

#### **Education**

Advanced university degree (Master's degree or equivalent) preferably in communication, journalism, international relations, public administration, humanitarian affairs, or related field is required.

#### **Experience**

A minimum of two years, preferably three years of relevant work experience in journalism, media, communications, public information, editing, or related area is required. Humanitarian experience in the field (actual setting where a mission and/or project is being implemented) in emergency situations (complex emergency or natural disaster) is desirable.

#### **Language**

English and French are the working languages of the UN Secretariat. For this position, fluency in both English and French (both oral and written) is required.

#### **Other skills:**

- Knowledge of institutional mandates, policies, guidelines related to humanitarian affairs.
- Working experience in developing countries.
- Experience in collecting, analyzing, evaluating and synthesizing information.
- Excellent writing skills.
- Good computer skills with generic tools as well as social media

## UN competencies:

**Professionalism:** Knowledge of information management and record keeping in electronic media. Ability to provide maintenance and disposition of records, including appraisal and migration management; records preservation and description; and research practices. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**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; credit for team accomplishments and accepts joint responsibility for team shortcomings.

**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.

**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.

## **Workforce Diversity**

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation. cultural or religious backgrounds, to apply.

## **V. Learning Elements**

---

On completion of the assignment, the JPO will have developed the core capacities of a Public Information Officer (PIO) focusing on humanitarian issues:

- Excellent understanding of public information tools and priorities in the context of humanitarian assistance.
- Good understanding of principled humanitarian action
- Ability to work with different organizations in a multicultural context.
- Ability to work under pressure and deliver under tight deadlines
- Ability to draft different kind of communication products.

## **VI. Background Information**

OCHA Cameroon's capital office is based in Yaoundé. There are two sub-offices in the North-West and South-West regions, one in Buea and one in Bamenda, and a third sub-office in Maroua, in the Far North region where there is as well an antenna in Kousseri, reporting to the Maroua sub-office.

There are 18 OCHA staff members working in OCHA's capital office in Yaoundé where the JPO will be based, eight of them international and the rest Cameroonian colleagues. The Yaoundé office is led by a Head of Office, and has the following sections: administration, coordination, information management and public information. The JPO will work

as part of the public information team, which works closely with other sections and field offices in the production of all kind of communication products for OCHA Cameroon.

### Organizational chart OCHA Cameroon



