



- Disseminate publications, statements, articles, information regarding events
- Take photographs during office activities
- Support outreach initiatives

### ***SKILLS AND COMPETENCIES***

- Excellent oral and written communication skills
- Dynamic, highly motivated professional with positive attitude and sense of initiative
- Highly organized with respect for deadlines, able to thrive in a fast-paced environment

Good interpersonal skills and intercultural competency

### ***QUALIFICATIONS***

**Education:** Relevant degree.

**Work Experience:** Minimum 2 years of professional experience in journalism or communications. Demonstrated social media experience required. Knowledge of technological tools and graphic design an asset.

**Languages:** Perfect command of English; knowledge of other EU languages an asset.

## **SALARY**

2,300 euro per month (not tax exempt)

## **EVALUATION OF APPLICANTS**

Candidates will be evaluated based on an analysis of their qualifications. The contract will be awarded to the candidate whose application has been evaluated and determined as:

1. Responsive / compliant / acceptable; and
2. Having received the highest score out of a pre-determined set of weighted technical criteria specific to the solicitation.
3. Only highest ranked candidates who would be found qualified for the job based on the P11 desk review will be invited for an interview.

Technical Criteria - 100% of total evaluation – max. 100 points total:

- Criteria A – Formal Education /Language Skills – max points: 15;
- Criteria B – Years of work experience – max points: 15;
- Criteria C – Technical Training suited to the role -- max points: 35;
- Criteria D – Professional work experience relevant to the role -- max points: 35.

## **APPLICATION PROCESS**

Interested candidates should send their application by email to Vana Catsica, at the UN Human Rights Regional Office for Europe at [vcatsica@ohchr.org](mailto:vcatsica@ohchr.org) no later than 11 September 2019.

The application should contain:

- Letter of motivation
- Completed P11 form (can be downloaded from [http://europeandcis.undp.org/files/hrforms/P11\\_modified\\_for\\_SCs\\_and\\_ICs.doc](http://europeandcis.undp.org/files/hrforms/P11_modified_for_SCs_and_ICs.doc) ).

The submission of a CV in addition to the P11 is optional.

Incomplete applications will not be considered. Please make sure to provide all requested documents.

**Note:** *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). The United Nations Secretariat is a non-smoking environment.*