

Posting Title : INFORMATION OFFICER, P3  
Job Code Title : INFORMATION OFFICER  
Department/ Office : United Nations Office at Geneva  
Location : GENEVA  
Posting Period : 28 September 2018-27 October 2018  
Job Opening number : 18-Public Information-UNOG-104371-R-GENEVA (X)  
Staffing Exercise : N/A

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Org .Setting And Reporting**

This post is located in the offices of the Federation of International Civil Servants' Associations (FICSA), which is a federated group of 26 staff associations/unions from organizations belonging to the United Nations (UN) common system (otherwise known as full members) and 17 associate members from other international organizations. FICSA fosters the development of the international civil service in accordance with the principles set forth in the UN Charter and the constitutions of the specialized agencies. The Federation aims to defend staff rights; ensure that equitable conditions of service for all common system staff are maintained at a level which will ensure the recruitment and retention of the most qualified people; and contribute to building a positive image of the international civil service. The Information/Research Officer plays a key role in the Federation's secretariat. The officer works closely with the elected General Secretary and President and through them with the Executive Committee providing information on a range of topics relevant to human resource management for the purpose of policy formulation and advocacy. The officer provides direct assistance to the FICSA member associations/unions.

### **Responsibilities**

Under the general supervision of the General Secretary and President of FICSA, the incumbent will be responsible for the following duties: -Conducts research and analysis on human resource management, staff security, salaries and benefits, social security and legal subjects to provide information to the Executive Committee. This includes reviewing past FICSA papers, administrative tribunal judgments and interagency bodies' documentation, and researching HR trends in the public service outside the UN system.-Drafts and edits FICSA position papers, reports, training materials, letters and studies on conditions of service and staff representation topics.-Drafts talking points for FICSA's representation at meetings of interagency bodies, the International Civil Service Commission (ICSC) and the Fifth Committee of the UN General Assembly.-At the request of the Executive Committee, attends

meetings of interagency bodies.-Edits FICSA representatives' reports to make them concise and easy to understand for purposes of distribution to the members and posting on the FICSA website.-Drafts and edits information for the FICSA website and ensure that the site remains current.-Prepares brochures and information material for the FICSA membership, Permanent Missions, interagency bodies and the public.-Prepares FICSA Council documentation.-Monitors media coverage of the UN system and drafts articles and letters to the press.-Maintains contact with media representatives and UN system information services.-Responds to requests for information from members on the interpretation of staff regulations and rules, grievance procedures, the ICSC Standards of Conduct and other regulatory texts.-Provides information about FICSA membership to associations/unions that are not yet members.-May supervise the FICSA Secretariat staff in the absence of the General Secretary.

## **Competencies**

•**PROFESSIONALISM:** Excellent knowledge of the United Nations (UN) common system, including a thorough understanding of the compensation, benefits and entitlements package as governed by the International Civil Service Commission (ICSC). Demonstrated research skills. Strong analytical skills required to study and determine the implications of proposed changes to the compensation package as well as to the internal system of justice. Sound judgment in applying technical expertise to reflect FICSA positions. Ability to provide technical guidance to members of FICSA. Keen interest and ability to explain compensation and HR topics. Ability to work independently as well as the ability to work with a diversity of people. 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. •**PLANNING AND 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. •**COMMUNICATION:** Speaks and writes clearly and effectively, including the ability to communicate effectively with diverse audiences on compensation and other HR-related matters and prepare a variety of written documents, reports, etc. in a clear, concise style. 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. •**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.

## **Education**

University degree in public administration or at least five years of experience in staff representation within the UN common system in lieu of a university degree. Additional training or experience in staff representation activities would be an asset.

### **Work Experience**

At least five years of responsible professional experience in staff representation activities within the UN common system is required.

### **Languages**

Fluency in oral and written English is required. Knowledge of French would be an asset. Knowledge of another UN official language is an advantage.

### **Assessment**

Competency-based interview. Written test may be conducted.

### **Special Notice**

This vacancy is open to all currently serving international civil servants in the UN common system who fulfill the requirements as listed in this job opening. The appointment against this position is limited to FICSA.

### **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation or sexual abuse, or crimes other than minor traffic offences, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment. Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage. The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the

Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

**No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.