

Posting Title : ASSOCIATE PUBLIC INFORMATION OFFICER, NOB  
Job Code Title : ASSOCIATE PUBLIC INFORMATION OFFICER  
Department/ Office : United Nations Organization Stabilization Mission in the Democratic Republic of Congo  
Location : KINSHASA  
Posting Period : 30 May 2025-13 June 2025  
Job Opening number : 25-Public Information-MONUSCO-259069-R-KINSHASA (M)  
Staffing Exercise : N/A

---

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

---

### **Org. Setting and Reporting**

This position is located within Radio Okapi/SCPID in the United Nations Organization Stabilization Mission in the Democratic Republic of Congo (MONUSCO) with duty station, Kinshasa. The incumbent reports to the Public Information Officer in charge of partnerships.

### **Responsibilities**

Within delegated authority, the Associate Public Information Officer is responsible for the following duties:

- Assisting and taking the lead in the planning, production, monitoring and periodic and regular reporting of SCPID/Radio Okapi activities related to activities with its partners..
- Developing communication plans, coordinating activities, monitoring and preparing progress reports, making necessary adjustments and analyzing results.
- Supervising and coordinating the preparation of reports, memos and a range of documents needed by administration, as well as , managing archives and ensuring appropriate preservation of content.
- Producing radio and public service content for target audiences, conducting research, identifying appropriate media and target audiences, and preparing production schedules.
- Producing and disseminating information and presentations for programs and donors.
- Writing human interest stories for local and international audiences and preparing digital content for Radio Okapi social media platforms.
- Reporting on donor attitudes, trends, developments and communications activities; coordinating and sharing guidelines and activities with relevant teams through content production within partnerships.
- Drafting reports, newsletters, and other promotion materials to various audiences and ensuring that communications are accurate, relevant and up to date.
- Supporting the development of budgets and implementation plans for SCPID, as well as partnership projects and monitoring and

coordinating projects. •Supporting and producing multimedia content and digital communications to highlight programs and donors through photo shoots, video production, and writing quality content for Radio Okapi's social networks and digital communications platforms. •Perform other duties as required.

## **Competencies**

**Professionalism**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.  
**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**

Advanced University degree (master's degree or equivalent in Journalism, partnership, communication, Public Information, or related field is required. A first-level degree in combination with an additional of two (2) years of experience may be acceptable in lieu of the advanced university degree.

## **Job Specific Qualifications**

### **Work Experience**

A minimum of five (5) years' professional experience in journalism, partnerships, communications, public information or related field is required. Demonstrated ability to support the development of budgets and implementation plans for partnership projects and monitor and coordinate projects is required.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For this position advertised, fluency (oral and written) in French and English is required. Fluency in one national language of RDC is required; knowledge of others is an advantage.

### **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

### **Special Notice**

This job opening is to identify the most qualified candidate for the United Nations Organization Stabilization Mission in the Democratic Republic of Congo (MONUSCO). Candidates endorsed by the FCRB but not selected will be placed on the ASSOCIATE PUBLIC INFORMATION OFFICER, NO-B roster. The entire assessment process takes an average of six months; all applicants will be notified in writing of the outcome of their application (whether successful or unsuccessful) within 14 days of the conclusion of the process. Successful candidates will be placed on the roster and subsequently will be invited to apply for field mission vacancies open only to roster members. Roster membership does not guarantee selection. Appointment or assignment against this position is for an initial period of one year. The appointment or assignment and renewal thereof are subject to the availability of the post or funds, budgetary approval or extension of the mandate. The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

### **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, sexual abuse, or sexual harassment, 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. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct

interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment. 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. Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process. By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions. Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile 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.