

**UN-Secretariat, Department for Public Information, United Nations
Regional Information Centre (UNRIC/DPI)**

Title: Information Officer

Location Bonn

Supervisors: Deputy Director and Desk Officer for Germany, UNRIC/Brussels

General

The Information Officer is responsible for information activities conducted by the United Nations Regional Information Centre Liaison Office in Bonn/Germany. The Officer reports to the Desk Officer for Germany of the United Nations Regional Information Centre (UNRIC/DPI) in Brussels.

Duties and Responsibilities

1. Strengthens and expands contacts with German and international media representatives to promote coverage of UN activities. Maintains regular contacts with relevant journalists and is able to deliver key messages to the media. Possesses strong presentation skills and addresses different target audiences. Takes on a variety of speaking engagements and makes presentations to different stakeholders on the work of the UN and relevant issues. Places op-eds by senior UN officials.
2. Distributes press and information material to selected target groups across multiple channels including social media.
3. Assists the Desk Officer for Germany in the overall planning of recurrent information activities and special events, including visits and stop-overs of the Secretary-General and other senior UN officials, and ensures a smooth functioning of the Office in the absence of the Desk Officer. Contributes to the Office's production of German-language press and information material. Proposes information activities. Suggests efficient and targeted dissemination of information material produced. Makes arrangements for high-level visits. Translates and tailors press releases, fact sheets and press kits. Ability to develop and implement communication strategies for various issues.
4. Further strengthens contacts with Ministries, local authorities, relevant organizations and institutions as well as NGOs. Attends activities and media events of above-mentioned institutions and organizations. Supports their activities and initiates joint activities and cooperation.
5. Prepares national press reviews as well as headlines for the Office of the Spokesperson for the Secretary-General.

Qualifications:

1. The Information Officer should be able to work independently and be a good team player.
2. Advanced degree in journalism, international relations, economic sciences or related field.
3. At least two years experience in the field of public information, public relations or journalism, preferably at international level. Possesses good media contacts in Germany and is able to target media pro-actively. Familiarity with the United Nations system an advantage.
4. Good computer, internet and social media skills, knowledge of Microsoft Office essential.
5. Fluency in spoken and written English and German is essential. Knowledge of French or another official UN language desirable.

* * * * *