



Job Opening

Job Title: 2012 YPP EXAMINATION - RADIO PRODUCER (Portuguese or Kiswahili), P2

Department/ Office: Department of Management

Duty Station: OTHER; VIENNA; SANTIAGO; ADDIS ABABA; NAIROBI; BANGKOK; NEW YORK; GENEVA

Posting Period: 13 July 2012-12 September 2012

Job Opening number: 12-PUB-DM-24428-E-NEW YORK (O)

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

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Org. Setting and Reporting

These positions are located primarily in the Department of Public Information (DPI) and its worldwide network of information centers. Incumbents typically report to a senior Public Information Officer, and work under close supervision. Functional responsibility for these profiles rests with the DPI.

Responsibilities

The Young Professionals Programme examination in Radio Producer (Kiswahili and Portuguese) covers a wide range of topics in the areas of radio production including information technology, international communication problems, public information materials published and disseminated by the U.N. and its agencies, public resolutions, public services provided by international organizations, radio work, and work of news agencies. Since this examination will be held in radio-production for Kiswahili and Portuguese radio broadcasting only, fluency in Kiswahili and Portuguese (both oral and written) will be assessed.

The typical job in this area is Associate Radio Producer. Some of the key responsibilities of an Associate Radio Producer would be (These duties are generic and may not be carried out by all Associate Radio Producer.):

- Writes, narrates, produces and broadcasts radio news, and/or feature/documentary programmes in the official languages of the United Nations on the global activities of the United Nations.
- Monitors and researches on a daily basis the activities of the organizations, funds and programmes within the United Nations system.
- Initiates contact and liaises with substantive departments of the United Nations System and other relevant sources on topical issues for radio programming.
- Conducts interviews, gathers audio material, performs audio desktop editing and management of sound files.
- Undertakes digital editing and recording.
- Undertakes relevant research within and outside the United Nations, and going on field assignments to generate original materials and other current affairs for programming.
- Liaises with broadcasting and non-governmental organizations regarding usage of radio programmes.
- Contributes ideas to programme planning and promotional efforts

Due to the current needs of the Organization, this examination will be held in radio production for Kiswahili and Portuguese radio broadcasting only.

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

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
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

Planning & 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

Education

At least a first-level university degree in the following fields:

Main course of study: Journalism & Information

Fields of study: Communication Studies, Journalism, Media studies, Radio and Television Broadcasting

Work Experience

No work experience is required.

Languages

Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Fluency in either Portuguese or Kiswahili is required. Knowledge of another UN official language is an advantage.

Assessment Method

Applications will be screened on the basis of the eligibility criteria. Only the most qualified will be convoked for the written examination. The cost of traveling to the examination centre is to be covered by the examinee. The General Paper is eliminatory, and only examinees who reach the passing score in that part of the examination will have their Specialized Paper marked. Only examinees who are successful in the written examination will be invited to the oral examination. The oral examination will be conducted via video conference (VTC) or skype. The cost of arranging for VTC or skype, if necessary, will be covered by the Organization.

Special Notice

Applying to more than one job family will result in automatic disqualification.

Successful candidates with a first-level university degree but without any relevant work experience will be recruited at the P-1 level, while successful candidates with an advanced university degree or with a first-level university degree and at least two years of relevant work experience will be recruited at the P-2 level.

Late or incomplete applications will not be accepted under any circumstances.

United Nations Considerations

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.

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.

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