



Job Title and Level:	Field Outreach Assistant (G-5)
Vacancy Announcement No:	2026EE-RE2
Deadline for Applications:	20.08.2012
Organizational Unit :	Outreach Unit, Public Information and Documentations Section, Registry
Duty Station :	Nairobi
Type of Appointment:	Established Post
Post number :	S-7977
Minimum Net Annual Salary (Single Rate) (Kenyan Shilling) :	KSh 1393210

Contract Duration

One year with a possibility of extension (six months probationary period).

Entry on duty date is to be determined.

A roster of suitable candidates may be established for this particular profile as a result of this selection process for both fixed-term established and general temporary assistance posts.

Duties & Responsibilities

The locally recruited Field Outreach Assistant is expected to provide support to the Field Outreach Coordinator for Kenya in executing the outreach strategies at the local level. He/she will conduct outreach activities and will assist in developing strategies and action plans relevant to various phases of the judicial proceedings, establish close contacts and partnerships with NGOs, community leaders, local media and educational institutions.

More specific duties are:

1. Contribute to the strategic planning of outreach activities for Kenya based upon his/her knowledge of the country by formulating recommendations and advising on cultural issues;
2. Organise or participate in conferences, seminars, interacting consultation meetings, town-hall style meetings, press briefings, interviews, radio and TV programmes, video screenings, town hall meetings and other outreach activities targeted at the local population etc;
3. Take and draft notes of meetings and keep record of frequently asked questions;
4. Take photographs and video tape outreach activities for various purposes;
5. Update the Kenya outreach webpage;
6. Liaise with NGOs, educational institutions and other ICC partners to encourage dissemination of accurate and simplified information about the ICC;
7. Identify key contacts/constituencies and opportunities for strategic partnerships to facilitate communication efforts and maintain working relationships with the same;
8. Follow up on ICC public information and outreach campaigns at the local level, collect relevant information



- through the outreach evaluation forms, and draft reports on the impact of the activities;
9. Make all necessary arrangements to translate, and/or adapt ICC information materials, taking into account the situation/topic and target audience, and arrange for its publication or broadcasting and distribution locally;
 10. Write daily reports on media coverage about the ICC and identify and propose information opportunities;
 11. Write daily and weekly integrated reports of the work of the office and ICC related activities of local partners. These include outcomes of random interviews to individuals participating in outreach meetings, and direct feedback from focus groups;
 12. Write responses to a variety of inquiries and information requests internally and externally;
 13. Prepare and process mission plans related to the implementation of the outreach strategy for Kenya;
 14. Assist with preparation of all relevant information in order to procure services and other goods related to outreach activities;
 15. Maintain appropriate records of distribution on publications, audio-video products and inventory ensuring that sufficient materials will always be available;
 16. Perform other duties as required.

Essential Qualifications

1. Completion of secondary education.
2. At least six years of relevant work experience.
3. Initiative, adaptability in stressful situations.
4. Ability to operate databases.
5. Demonstrated skills and ability to establish and maintain effective working relations with people in a multi-cultural and multi-ethnic environment.
6. Strong communication skills (spoken and written), including ability to draft/compile a variety of written communications products and to articulate ideas in a clear, concise style.
7. Ability to effectively communicate information to the public; ability to establish and maintain effective business connections.

KNOWLEDGE OF LANGUAGES

The working languages of the Court are English and French. For this position fluency in English is essential. Knowledge of Kenyan Swahili will be considered an asset.

General Information

- The selected candidate will be subject to a Personnel Security Clearance (PSC) process in accordance with ICC policy. The PSC process will include but will not be limited to, verification of the information provided in the personal history form and a criminal record check;
- Applicants may check the status of vacancies on ICC E-Recruitment web-site;
- Post to be filled preferably by a national of a State Party to the ICC Statute, or of a State which has signed and is engaged in the ratification process or which is engaged in the accession process, but nationals from non-state parties may also be considered;
- In accordance with the Rome Statute, the ICC aims to achieve fair representation of women and men for all positions, representation of the principal legal systems of the world for legal positions, and equitable geographical representation for positions in the professional category;
- Applications from female candidates are particularly encouraged;



- Personnel recruited at the General Service level are not entitled to all of the benefits granted to internationally-recruited staff;
- The Court reserves the right not to make any appointment to the vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description.
- The International Criminal Court is a member organization of the Inter-Organization Mobility Accord and is interested in secondment of staff from organizations of the United Nations Common System.