

UN DEPARTMENT OF PUBLIC INFORMATION (DPI) TERMS OF REFERENCE FOR RESIDENT COORDINATORS SERVING AS DIRECTOR OF A UNITED NATIONS INFORMATION CENTRE

In locations where the UN Department of Public Information (DPI) has a UN Information Centre (UNIC) but no DPI Director, the Resident Coordinator will be asked to assume the functions of the Director of the Centre, with overall responsibility for:

- Providing leadership and overall guidance to UNICs on their work plans, taking into account directives on substantive communication issues from DPI at UN Headquarters, in concert with UN Country Team priorities;
- Overseeing the management of the human and budgetary resources of the UNIC, in coordination with the Strategic Communications Division (SCD) of DPI.

Programmatic responsibilities

The Resident Coordinator, in his/her capacity as UNIC Director, approves the UNIC work plan developed by the Centre staff and oversees its implementation. The work plan includes activities based on priorities established by Headquarters as well as those established by the Resident Coordinator and the country-level UN Communications Group (UNCG). The Resident Coordinator also assigns a UNIC staff who will represent the UNIC in the UNCT meetings.

The UNIC staff take the initiative in implementing the work plan and other communication priorities established by DPI Headquarters and the UNCG, and keep the Resident Coordinator/UNIC Director informed through regular meetings and consultations. Under the guidance of the Resident Coordinator/UNIC Director, the UNIC staff develop information tools, such as joint newsletters, web sites and common reference libraries and facilitate access to information resources available at Headquarters.

The Resident Coordinator/UNIC Director is to keep the UNIC staff informed of the projects and activities of organizations of the United Nations system at the country level. The Centre will promote the UNCT programme through its communication outreach, along with its overall promotion of the UN priority issues.

The Resident Coordinator/UNIC Director is responsible for official contacts with Government offices. The UNIC National Information Officer should maintain contacts with Government officials and institutions, which are necessary to the UNIC's work, in accordance with policies set by the RC/UNIC Director and keeping him or her informed of significant developments.

As UNIC Director, the Resident Coordinator strives for a coordinated approach to communications at the country level, to give a positive, accurate and balanced understanding among the public and various interest groups of the aims and activities of the United Nations and to project a unified image of the Organization.

Budgetary oversight

The Resident Coordinator, in his/her capacity as UNIC Director, and in coordination with the DPI Information Centres Service (ICS) of the Strategic Communications Division at UN Headquarters, oversees the UNIC's financial resources and ensures that DPI's budgetary allocation to the UNIC

is managed in accordance with United Nations financial rules and regulations. He/she is to serve as a Certifying Officer for the UNIC in accordance with UN financial rules and regulations; alternatively, he/she may ask ICS to request that the Controller designate the National Information Officer or some other staff member as the Certifying Officer.

The Resident Coordinator/UNIC Director should consult with the ICS in advance of any major changes to the UNIC presence on the ground. These would include any change in the physical components of UNIC premises or their location; proposals for new UNIC functions/responsibilities; and new contractual arrangements or memoranda of understanding with the UN Country Team or external partners.

Personnel administration and performance assessment

The Resident Coordinator/UNIC Director, in coordination with the ICS, oversees administration of the UNIC staff. In that context, he/she acts as the First Reporting Officer in their annual Performance Appraisal System (PAS) review, in consultation with the chief of ICS, who serves as the Second Reporting Officer. He/she should inform the Chief of ICS of practices or conduct of any staff member that may impair proper accomplishment of their assignments, or the overall objectives of the UNCT, and confer on corrective measures.

The Resident Coordinator, acting as UNIC Director, will also make recommendations to the ICS with regard to the recruitment of staff to local-level positions in the UNIC. This would be on the basis of a selection process conducted in accordance with the procedure provided by DPI and endorsed by the UN Office of Human Resources Management.

Reporting requirements

The Resident Coordinator, in his/her capacity as UNIC Director, will include in his/her annual report the main developments in UNIC programme delivery, including its consultation with/support of UN Country Team objectives and priorities. This annual report should be copied to the DPI Strategic Communications Division.

The Resident Coordinator will also report annually to the UNCG Secretariat of DPI on the work of the country-level UNCG.