



## United Nations Communication Group (UNCG)

### Vacancy Announcement – UN Communications Associate

Under overall guidance of the UN Resident Coordinator and direct supervision of the UN Communications Group (UNCG) Chairperson, the Communication Associate will provide technical support to the UNCG.

The Communications Associate is responsible for the communications coordination of and among UN entities; periodic reviews and implementation of joint communications strategies and annual work plans; introduction and implementation of new communications tools, including digital and social media platforms.

The Communications Associate will promote the “Communicating as One” approach. This will include the promotion of UN visibility at the country level, positioning of the UN as one entity whilst at the same time supporting mandate-specific strategies, policies, messages and products and using agencies’ own brand identities, facilitate coherent messaging and advocacy on normative and operational matters, and a consistent and teamed-up strategic dialogue with host countries and media partners especially around Sustainable Development Goals.

The Communications Associate will work in close collaboration with the UNCG, UNDAF Results Groups, UN IT team and HQ Communications Unit.

### SUMMARY OF MAJOR DUTIES AND RESPONSIBILITIES

1. Improve **synergies and effective coordination and communication** across the UN Resident Coordinator’s multiple functions
  - Support enhanced coordination between Resident Coordinator’s Office, UNDP, UNFPA, UNICEF, UNAIDS, WHO, WFP, FAO, UNESCO and UNODC, by liaising with UN staff, facilitating inter-agency communications, and promoting UN coherence.
  - Provide secretariat support as required by the RCO, including consolidating agency inputs for country reports.
  - Work with the UN Coordination Specialist, in collaboration with relevant units, to coordinate the Resident Coordinator’s participation in programme and operations activities, as well as inter-agency workshops, and events.
  - Act as communications focal point during inter-agency High Level Missions, responding to media inquiries, etc.
2. Support development, periodic review and **implementation of joint UN communications strategies and work plans**

- Produce and/or oversee production of specific types (print, broadcast, digital) of information communications products (e.g. newsletter, press kits, press releases, web content, feature articles, speeches, booklets, brochures, backgrounders, audio-visual materials, radio programmes, etc.),
- Determine appropriate medium and target audience for joint communication, prepare production plans, write drafts, obtain clearance and finalization of texts, edits copy, designs, advocacy materials and coordinate design approval, printing procedures and distribution.

### 3. Support the strengthening of UN's **advocacy work and external communication efforts**

- Serve as the secretariat of the UN Communications Group and supports the realization of its annual work plan.
- Manage UNCT web platforms (One UN website, social media accounts), develops and oversees implementation of management guidelines.
- Support the development of country-level SDGs advocacy and media partnership programmes.
- Undertake activities to promote social media coverage (e.g. press conferences, interviews, press seminars and other special activities) of priority issues and/or major events, to include development of a media strategy and action plan.
- Propose and arrange press conferences/media coverage, disseminate materials and consult on approach/story angle and other information requests, undertake appropriate follow-up action and analyzes and reports on the impact of coverage.

### 4. Facilitate **knowledge building and management**

- Facilitate acquisition of UN publications from various UN entities, manage the UN depository library and distribution of UN publications to national libraries to build the capacity of the UN and partners to share and use development information and knowledge effectively.
- Prepare, based on official UN documentation and other sources, initial drafts of articles or chapters for inclusion in UN newsletters, websites and reports.
- Work with UN ICT team in the identification and promotion of different systems and applications for optimal content management, knowledge management and sharing, information provision.
- Recommend and facilitate trainings for the UNCT, UNCG, UN staff and media on communications-related issues.
- Contribute to knowledge networks and communities of practice in collaboration with the RCO.

## CORE COMPETENCIES

- Demonstrate integrity by modelling the UN's values and ethical standards.
- Advocate and promote the vision, mission, and strategic goals of UN.
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Reflect superior computer skills, including the usage office software packages (MS Word, Excel, PowerPoint and Publisher).
- Good knowledge of video editing and graphics designs software (Adobe CS6 suit) and CQ5 web content management system.
- Knowledge of the full range of communications approaches, tools, and methodologies essential to planning and executing effective campaign strategies and programmes.
- Ability to rapidly analyze and integrate diverse information from varied sources, produce a variety of written communications products in a clear, concise style, identify public affairs issues, opportunities and risks in an international environment.
- Capacity to gather comprehensive information on complex problems or situations; evaluates information accurately and identify key issues required to resolve problems.
- Demonstrate excellent oral and written communication skills
- Build strong relationships with internal and external stakeholders
- Respond positively to critical feedback and differing points of view
- Actively seek to improve programmes or services; promotes and persuades others to consider innovative ideas.

## MINIMUM RECRUITMENT QUALIFICATIONS

- Bachelor's Degree or equivalent in Journalism, Social Sciences, International Relations, Political Sciences, Communications or related field. Advanced university degree (Master's degree or equivalent) is an added advantage.
- A minimum of five years of progressively responsible experience in public information, journalism, international relations, public administration or related area, with demonstrated experience in media relations.
- Experience with the UN is an added advantage
- Fluency in English with superior and demonstrated writing and editing skills.

## REMUNERATION

The post is a local Individual Contractor (IC) with a contract of eight months (15 April - 31<sup>st</sup> December 2018).

Applications should be marked "UN Communications Associate" and sent to the: **UNDP Resident Representative, UNDP 5th Floor Lilunga House, Somhlolo Street, Mbabane or by email to: [registry.sz@undp.org](mailto:registry.sz@undp.org)** . The closing date for applications is on or before **26<sup>th</sup> March 2018**.