



## JOB DESCRIPTION

<b>Official Job Title:</b>	<b>Communication Officer</b>
<b>Duty Station:</b>	<b>UNFPA Moldova CO Chisinau, Republic of Moldova</b>
<b>Position Level</b>	<b>Service Contract Service Band 4, Quartile 2 (SB4.2)</b>
<b>Position Number</b>	<b>00103178</b>
<b>Starting date:</b>	<b>01 August 2017</b>
<b>Duration of initial contract:</b>	<b>1 year (with possibility of annual extension)</b>

### 1. Organizational Location

The Communication Officer is located in Country Office (CO) and reports to the UNFPA Representative.

### 2. Job Purpose

Under the supervision of the UNFPA Representative and in close collaboration with the programme team, the Communication Officer is responsible for leading the design, planning, and implementation of the CO Communication and Advocacy Strategy in line with UNFPA corporate standards and policy.

The Communication Officer will ensure visibility and manage all aspects of awareness raising and communication of the UNFPA Moldova Country Programme, in full compliance with the UNFPA Global Communication Strategy and corporate Guidelines. The programme's objectives, successes and impacts will be communicated to a large public via the print and broadcast media and via high-profile events.

His/her duties will include pitching the mass media, developing communication content and activities for UNFPA. S/he will also draft press materials as necessary, develop and engage media contacts in the area of Family Planning / Reproductive Health, Youth, Population and Development and Gender.

S/he maintains close cooperation with partners in the Government, civil society and international agencies to ensure synergy and avoid overlapping. Also, s/he participates in relevant meetings and events to share knowledge, exchange practices and provide inputs to various processes.

### 3. Major Activities/Expected Results

- Develop the CO Communication and Advocacy Plan and take the lead on its implementation with emphasis on increased visibility of UNFPA's supported programme and dissemination of ICPD messages;
- Support efforts to leverage further financial and technical support to UNFPA programme and initiatives in the area of interventions;
- Identify and cultivate key contacts in both the print and the broadcast media;
- Develop a professional media package to provide background information about the UNFPA mandate, and establish processes for: (i) regular communication with media contacts; (ii) regular production of press releases; (iii) advising and assisting programme

colleagues in managing communication and advocacy campaigns and events;

- Undertake continuous monitoring of the impacts of the media strategy through both a media log and a log of enquiries arising from media exposure;
- Elaborate, implement and continuously monitor a communication and visibility plan in promotion of the visibility of UNFPA programme results including appropriate feedback mechanisms and monitoring tools;
- Deliver concrete visibility promotion activities as identified in the plan;
- Write ToRs for short-term experts to be recruited for delivery of communication and advocacy services;
- Lead, coordinate work of, and evaluate short-term experts working under communication components;
- Develop concepts of various communication products such as TV and Radio programmes, publications and other promotional and information materials;
- Write stories, press releases and news about the UNFPA programme's most important achievements to be placed in the national media as well as in the local and regional websites;
- Support the elaboration of the content of UNFPA's local website; regular updating and posting new information on UNFPA and UN web pages, UNFPA Facebook, UNFPA Representative Facebook official page and UNFPA Moldova twitter.
- Monitor and evaluate the appropriate and timely dissemination of advocacy and communication materials to target audiences and participates in the evaluation of their impact. Provide feedback, media clippings, reports, and visual materials to Headquarters and to Regional Office as required;
- Ensure compliance with all corporate rules and regulations of UNFPA in the field of communication and visibility promotion and reporting; produce relevant reports according to the rules and procedures of UNFPA;
- Respond to queries from the Government, UNFPA and other UN Agencies with respect to communication and visibility aspects of the UNFPA programme and United Nations Partnership Framework (UNPF) including DaO initiative;
- Participate actively in UN Communication Group and lead other UN Agencies on UNFPA-lead events;
- Prepare periodical reports on communication/media activities and expenses;
- Provide technical assistance to Implementing Partners and project beneficiaries and when necessary, undertake field trips for monitoring and evaluation purposes;
- Closely collaborate with the programme team in the development and design of targeted publications and promotional materials as per programme needs as well as to document good practices;
- Assist the CO in terms of building staff capacity in communication and advocacy;
- Contribute to the wide dissemination and visibility of UNFPA programme achievements. Support mechanisms for exchange of information, experience and lessons learned at the local, national and international levels;
- Provide regular reports to the UNFPA Representative and flag any deviations from the work plans immediately;
- Maintain collaborative relationships with all programme and project staff enhancing information sharing and internal communication, as well as with other UN Agencies, HQ, EECARO;
- Contribute to internal visibility of the UNFPA Country Office using the available corporate platforms such as "Voices" etc.
- Undertake any other related tasks requested on an ad hoc basis.

#### 4. **Work Relations**

The Communication Officer will carry out the tasks in cooperation and coordination with the UNFPA HQs, UNFPA Regional Office, other UN Agencies and UNFPA partners in Moldova. The incumbent maintains collaborative relationships with all programme and project staff at the CO. Internal contacts include the UNFPA Representative, Programme Analysts and the CO's administrative management team.

#### 5. **Job Requirements**

##### **Education:**

- Master's Degree or equivalent (5-year university education) in Journalism, Communication/Media Studies or other closely related field.

##### **Knowledge, Experience and Other Desirable Skills:**

- At least six years of relevant progressively responsible professional experience at the national or international level in working with the media, a significant proportion of which should involve taking a leading role in conducting high-level media and awareness raising campaigns successfully targeting national press, television and radio.
- Experience in developing and implementing media/communications strategies and plans.
- Working experience with new communication e-tools: blogs, forums, Facebook, Twitter etc.
- Profound knowledge of the government institutions and PR agencies, news agencies in Moldova and abroad.
- Previous experience in working with the international organizations (successful experience in working with UN agencies) is a very strong advantage.
- Good working knowledge of Family Planning / Reproductive Health, Youth, Population and Development and Gender issues would be an asset.
- Proficiency in use of current office software applications (MS Word, Excel, etc.) and web management programs.
- Translation experience is desirable.
- Ability to work well under deadline, excellent interpersonal and communication skills, negotiation skills required.

##### **Language requirements:**

- Fluency in oral and written Romanian, Russian and English is a must.
- Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

##### **Values:**

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

##### **Core Competencies:**

- Achieving results
- Being accountable
- Developing and applying professional expertise
- Thinking analytically and strategically

- Working in teams/ managing ourselves and our relationship
- Communicating for impact

**Functional Skill Set: External Relations & Resource Mobilization**

- Leading global/regional/country advocacy for organizational priorities
- Creating visibility for the organization
- Mobilizing resources

**6. Signatures/Certification:**

<b>Incumbent's Name &amp; Signature (If Applicable)</b>	<hr/> <b>&lt;Enter Incumbent's Name Here&gt;</b> <hr/>
	<hr/> <b>&lt;Date&gt;</b> <hr/>
<b>Immediate Supervisor's Name &amp; Signature</b>	<hr/> <b>&lt;Enter Supervisor's Name Here&gt;</b> <hr/>
	<hr/> <b>&lt;Date&gt;</b> <hr/>
<b>UNFPA Representative's Name &amp; Signature</b>	<hr/> <b>&lt;Enter Division Director's Name Here&gt;</b> <hr/>
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