

## Job Description

<b>Official Job Title:</b>	Communications Consultant	<b>Duty Station:</b> Erbil, IRAQ
<b>Contract Type:</b>	Individual Consultant (IC)	<b>Duration:</b> 9 months
<b>Grade and Salary:</b>	Equivalent to G7/NOA/NOB subject to the technical expertise and number of relevant working years of experience	<b>Working modality*:</b> *Currently the UN is telecommunicating due to COVID-19

### 1. The Position:

The Communications Consultant will report to the UNFPA Communications Specialist. The position is equivalent to G7 or NOA/NOB depending on relevant working years of experience.

### 2. Job requirements:

#### **Provide support to improve communication and visibility of the UNFPA results, with focus on SRH and youth projects.**

- Support SRH and youth programme teams including IPs in documenting good practices
- Collect human stories related to the results achieved through UNFA-led projects specifically in the areas of SRH and youth
- Provide support to advocacy efforts and campaigns that apply innovative approaches, organize publicity events, and prepare briefing materials and press releases;
- Under the guidance of the communication specialist, provide support to IPs and UNFPA staff on corporate communication guidelines and regulations. Support implementing partners in ensuring UNFPA and donors' visibility.
- Ensure visibility of the UNFPA contrition within any joint interventions.
- Support in responding to request for information and arrange interviews, as delegated;

#### **Provide coordination support to the development of UNFPA CO advocacy materials**

- Prepare press releases, articles, key messages, and other advocacy materials as prioritized by UNFPA management team;
- Support translation, adaptation, or rewriting of information received for the local context;
- Support preparation of communication materials for final approval by the regional publication board;

#### **Provide substantive support in the management of the CO social media presence and website**

- Update the website, ensure consistency in branding on regular basis;
- Track and monitor social media and report relevant information to CO staff;
- Create easy-read communications materials through online tools, and other related tasks as requested by the office;
- Support preparation of a monthly e-newsletter and other online materials, as necessary.

#### **Key Performance Indicators**

- Timely inputs to communication and advocacy materials;
- Timely organization of discussions, conferences, briefings and other events;
- Timely provision of relevant background information;
- Accurately edited and well written contents;
- Timely delivery of high-quality communication and advocacy materials;
- Support in keeping webpages and social media channels are regularly and timely maintained, updated and relevant.

### **3. Qualifications and Experience:**

#### **Education**

University degree in Journalism, Communications, Digital Marketing or other closely related field is required.

#### **Experience**

- A minimum of 7 years of experience in communications, digital marketing or related relevant field at the national level.
- Excellent understanding of social media and online communication and media;
- Experience required in editing and copywriting skills, including articles, reports, social media content, press releases preferred;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.);
- Experience in video and photo editing and design software is an asset (Adobe package).

#### **Language Requirements**

Fluency in English and Arabic is required. Good knowledge of Kurdish is an asset.

### **4. Required Competencies:**

#### **Core Values / Guiding Principles:**

- Demonstrate and safeguard ethics and integrity;
- Demonstrate corporate knowledge and sound judgment;
- Promotes the vision, mission, and strategic goals of UNFPA;
- Demonstrate ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds;
- Accepts responsibility and accountability for the quality of the outcome of his/her decisions;
- Treats all people fairly without favouritism.

#### **Functional Competencies**

##### **Knowledge Management and Learning**

- Take charge of self-development and take initiative;
- Encourage learning and sharing of knowledge;
- Focuses on tasks/activities which have a strategic impact on programme and capacity development activities;
- Promotes a supportive environment to enhance partnerships, leverages resources and build support for UNFPA initiatives;
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

##### **Job knowledge/Technical expertise/In-depth knowledge of the subject-matter**

- Outstanding oral and written communication and editing skills, with proven ability to meet tight deadlines;
- Good knowledge of the government institutions and news agencies in Iraq and abroad;
- Digital communications skills such as website management (including knowledge of HTML and CMS), basic design and layout skills, and managing social media accounts.
- Understands more advanced aspects of promoting gender equality, reproductive rights and peace and leadership for youth;
- Proven networking skills, and ability to generate interest in UNFPA mandate;

- Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally.

### **Development and Operational Effectiveness**

- Proven ability to problem-solving and think creatively to develop and implement smart business solutions in a challenging socio-economic environment;
- Ability to establish and maintain contacts with media at national and local levels.
- Excellent interpersonal skills are essential part of the job;
- Ability to facilitate and encourage open communication and strive for effective communication both orally and in writing; Communicates sensitively, effectively and creatively across different constituencies;
- Proven performance in organizing and coordinating major initiatives, events or challenging inter-organizational activities;
- Demonstrate informed and transparent decision-making.

### **Leadership and self-management**

- Focuses on impact and results for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Ability to establish priorities for self and others, achieve results and meet strict deadlines in an effective manner, maintaining a high-quality standard throughout;
- Demonstrates openness to change and ability to manage complexities;
- Interacts effectively with all levels of the organization.

### **5. How to Apply:**

Interested Applicants of Iraqi nationality only should complete their Personal History (P.11) form, which can be downloaded from:

[http://www.uniraq.org/index.php?option=com\\_k2&view=itemlist&layout=category&task=&id=&Itemid=625&lang=en](http://www.uniraq.org/index.php?option=com_k2&view=itemlist&layout=category&task=&id=&Itemid=625&lang=en)

Kindly forward your completed P11 to the email address [vacancy.iraq@unfpa.org](mailto:vacancy.iraq@unfpa.org) indicating the Post Title in the e-mail's subject, before the deadline of **17 August 2020**.