

Re-advertisement

Official Job Title:	Communications Consultant	Duty Station: Erbil, IRAQ
Contract Type:	Individual Consultant (IC)	Duration: 6 months
Grade and Salary:	Equivalent to G7	Working modality*: *Currently the UN is telecommunicating due to COVID-19

1. The Position:

The Communications Consultant will report to the UNFPA Communications Specialist.

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

- 3-5 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

Kindly forward your completed P11 to the email address vacancy.iraq@unfpa.org indicating the Post Title in the e-mail's subject, before the deadline of **14 September 2020**.

Those who had previously applied to the position, don't need to apply again.