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| **I. Position Information** | | |
| Job Title: Project Communications Assistant  Department: 54300  Reports to: Project Coordinator | Grade Level: SB2/1  Bureau: UNFPA  Direct Reports: NA | Position Number: 00197715  Position designation:  with no mobility requirement  Duty Station: Baku, Azerbaijan |
| Career Track: N/A  Career Stream: Gender  Contract Modality: Service Contract (SC)  Contract Duration: 1 (one) year service contract with possibility for extension subject to satisfactory performance and project duration | | |

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| II. Background and Organizational Context |
| UNFPA is the United Nations sexual and reproductive health agency. Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.  Gender-based violence is one of the most prevalent human rights violations in the world. It knows no social, economic or national boundaries. Worldwide, an estimated one in three women will experience physical or sexual abuse in her lifetime. Gender-based violence undermines the health, dignity, security and autonomy of its victims, yet it remains shrouded in a culture of silence. UNFPA, as a lead agency in working to [respond to and reduce gender-based violence](https://www.unfpa.org/publications/getting-to-zero), supports programmes in over 150 countries and territories worldwide in humanitarian, peace and development settings.  The overall objective of the four-year Programme ***“Rising Up Against the Pandemic of Violence Against Women”***  implemented by UNFPA at the global and national levels including Azerbaijan is to ensure increased and sustained accessibility and availability of quality services for survivors of GBV including the most marginalised, through increased GBV case management capacity and system strengthening. More specifically, the programme aims to increase uptake of response services, raise community awareness of GBV and mitigate and prevent further violence by assessing existing case management systems (Objective 1), institutional partnerships to launch credentialled pre-service and in-service social work training focused on high-quality GBV case management in alignment with international best practices (Objective 2), strengthened case management systems (Objective 3), strengthened and expanded frontline service delivery to enable effective case management (Objective 4), increases access to GBV case management services by community engagement (Objective 5).  The Programme’s national component collates global and regional experiences to coordinate activities that will have an impact across all five countries within this proposal, namely Azerbaijan, El Salvador, Indonesia, Madagaskar and Zimbabwe. The Azerbaijani share of the programme targets government bodies, civil society organizations, and direct beneficiaries in the communities. It envisions a series of intervention strategies designed to contribute to the respective government’s efforts in preventing and addressing gender based violence. This is the first UNFPA programme in Azerbaijan dedicated to case management strengthening in partnership with Government, accreditation/educational facilities and civil society. Two unique aspects of this project are innovative in approach: (1) The institution of a systematic process for the development, practice, and renewal of professional case management skills; and (2) the transition to differentiated response based on GBV experiences across the life cycle and among the most marginalized populations. This is a Global Programme led by UNFPA and funded by Takeda Pharmaceutical Company (Japan) and UNFPA. |

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| III. Position Purpose |
| The Project Communications Assistant will work under overall guidance of the UNFPA Programme Analyst (Gender) with direct report to the Project Coordinator and will be responsible for the project’s communication related actions. |

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| IV. Key Duties and Accountabilities | |
| In this section list up to five primary functions/accountabilities of the position (Typically one sentence each) and examples of duties that must be performed to successfully accomplish key responsibilities. | |
| 1.) Ensure effective planning and management of the project’s communication actions in line with the application package, workplans and other related project documents | |
| ***Example of Duties:*** | * Develop Project’s Communication and Visibility Plan and ensure its effective implementation; * Ensure day to day planning and implementation of the project’s communication actions; * In close collaboration with the project team implement any additional project related actions assigned by the Programme Analyst (Gender) and Project Coordinator that might be deemed appropriate for the implementation of UNFPA support |
| 2.) Ensure effective programme communications for advocacy and awareness raising | |
| ***Example of Duties:*** | * Closely work with the country office gender team and the project team for preparing advocacy materials to effectively integrate GBV prevention and response into the national and local policy frameworks; * Edit and distribute content, including different publications and publicity materials produced in the framework of the project; * Contribute to content development for related meetings, conferences, trainings, and other project-related events; * Provide support for organization of project campaigns, trainings, workshops, seminars, events as well as project review meetings; * Provide inputs to monthly analytical reports on emerging issues regarding GBV prevention and response chain; * Provide necessary support to the Project Coordinator for documenting best practices to address GBV through increased social work case management to generate additional knowledge on the issue among all relevant partner institutions |
| 3.) Create and maintain a positive project image in both traditional and new media outlets | |
| ***Example of Duties:*** | * Closely work with the country office gender and communications team and the project team for producing a range of different communication products for the project; * Develop a repository of contact information for journalists, editors and other media professionals working in traditional and new media outlets; * Draft and edit press releases, website content, speeches, and other marketing material that aims to communicate the project activities; * Collaborate with different media outlets to organize project site visits, ensure photo coverage and TV footage utilizing both new and traditional media as relevant; * Ensure visibility and acknowledgement of UNFPA and Takeda throughout all aspects of the action, in media coverage and in printed materials; * Maintain a repository of media coverage, clippings, and other communication products developed in the framework of the project |
| 4.) Support the Project Coordinator with M&E and Reporting | |
| ***Example of Duties:*** | * Provide necessary support to the Project Coordinator to effectively monitor the effect of communication materials and advocacy events/campaigns; * Contribute to knowledge creation by supporting the Project Coordinator with documenting best practices, replicable strategies as well as lessons learnt and ensure wide dissemination of this information; * Assist UNFPA gender team in preparing regular progress and annual reports as needed; * Contribute to project evaluation assignments as needed |
| Supervisory/Managerial Responsibilities: NA | |

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| V. Requirements: | |
| In this section, describe the qualification requirements of the position. | |
| ***Education*** | |
| Bachelor’s degree in Communications, Journalism, Public relations and/or other related discipline | |
| ***Experience, Knowledge, and Skills*** | |
| **List:**   * Minimum 2 years (with Bachelor’s degree) of progressively responsible experience in communications, public service, programmes or other related fields with customer focused public or private sector organizations; * Previous experience with international organizations including UN/UNFPA and/or other international organizations will be considered as an asset; * Experience with the projects on social work case management to support survivors of gender based violence and/or other vulnerable population groups will be considered as an asset; * Fluency in English and Azerbaijani, both oral and written, is required. | |
| ***Expected Demonstration of Competencies*** | |
| ***Core : Full list of UNDP Core Competencies can be found*** [***here***](https://www.undp.org/sites/g/files/zskgke326/files/2021-12/CoreBehaviouralCompetencies.pdf) | |
| **Achieve Results:** | LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality work by deadline |
| **Think Innovatively:** | LEVEL 1: Open to creative ideas/known risks, is pragmatic problem solver, makes improvements |
| **Learn Continuously** | LEVEL 1: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback |
| **Adapt with Agility** | LEVEL 1: Adapts to change, constructively handles ambiguity/uncertainty, is flexible |
| **Act with Determination** | LEVEL 1: Shows drive and motivation, able to deliver calmly in face of adversity, confident |
| **Engage and Partner** | LEVEL 1: Demonstrates compassion/understanding towards others, forms positive relationships |
| **Enable Diversity and Inclusion** | LEVEL 1: Appreciate/respect differences, aware of unconscious bias, confront discrimination |
| ***Cross-Functional & Technical competencies (insert up to 7 competencies)***   |  |  |  | | --- | --- | --- | | ***Thematic Area*** | ***Name*** | ***Definition*** | | Business Direction & Strategy | Negotiation and Influence | Ability to reach an understanding, persuade others, resolve points of difference, gain advantage in the outcome of dialogue, negotiates mutually acceptable solutions through compromise and creates “win-win situations” | | Business Development | Knowledge Generation | Ability to research and turn information into useful knowledge, relevant for content, or responsive to a stated need | | Ethics | UN policy knowledge - ethics | Knowledge and understanding of the UN Staff Regulations and Rules and other policies relating to ethics and integrity | | Business Management | Communication | Ability to communicate in a clear, concise and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience  Ability to manage communications internally and externally, through media, social media and other appropriate channels | | External Relations & Advocacy | Public relations | Ability to build and maintain an overall positive public image for the organisation, its mandate and its brand, while ensuring that individual campaigns and other communications and advocacy initiatives are supported in reaching the public | | External Relations & Advocacy | Brand & quality management | |  | | --- | | Ability to position a UNFPA brand and uphold it to a high level of quality | | | External Relations & Advocacy | Media Relations | Ability to develop media relations across all aspects of media work including relationships with media and preparing media materials such as messages | | |

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| **VI. Keywords** |
| List 3-5 most important skills from competencies required for the position – limited to 1-3-word descriptions – that will help inform workforce planning of critical skill supply and demand.  Effective communications  Knowledge generation  Evidence informed advocacy  Project visibility |

**How to apply: Please follow the** [**Link**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Festm.fa.em2.oraclecloud.com%2FfndSetup%2Ffaces%2Fdeeplink%3FobjType%3DIRC_RECRUITING%26action%3DICE_JOB_DETAILS_RESP%26objKey%3DpRequisitionNo%3D7542%3BpCalledFrom%3DFUSESHELL&data=05%7C01%7Caysel.ganbarli%40undp.org%7C29ee5fcb2bd9400aa5aa08daddb7828e%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C638066077485698653%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=N2xPkQzpVlGSvgFYeX8Z4%2BgQr7WStKnOMJEz%2By%2Fzodk%3D&reserved=0) **to submit online application**

**Deadline: 31 January 2023, 23.59 pm New York time**