



JOB DESCRIPTION

Official Job Title:	Individual Consultant Duty Station: Tunis	
Post Type:	<input type="checkbox"/> Rotational	<input checked="" type="checkbox"/> Non-Rotational
Classification Authority:		Date: Septembre 2017

1. Organizational Location

Based in Tunis

2. Job Purpose

- Under the guidance and direct supervision of the UNFPA Libya country Director and close coordination of the Programme Officers, the Media and Communications Consultant supports the formulation and implementation of the media, communications and advocacy strategy and related interventions to establish UNFPA's brand in Libya.
- Media, communications and advocacy are tightly linked to programme priorities in Libya and help position UNFPA as the lead agency on issues related to women's health (particularly reproductive and sexual health), gender-based violence, population data and youth empowerment in both development and humanitarian contexts. The Media and Communications Analyst will ensure that relevant stakeholders (government, partners, media and beneficiaries) receive information in support of UNFPA's work

3. Major Activities/Expected Results

Communication strategy

Ensure a clear communication strategy and associated work plan/activities/measurable indicators of performance to support the country programme strategic objectives/results at the level of beneficiaries and stakeholders, as well as strengthen political will in support of UNFPA's mission and mandate as well as the ICPD agenda, and enhance the organization's credibility, image and brand.

Duties & Tasks

General communications tasks:

- Collect, compile and consolidate knowledge base material (i.e. relevant information, news, material, data, statistics, resources, stories, good practices, etc) to be used for various purposes i.e. newsletters, website, leaflets, reports, websites, speeches, social media, donors, etc
- Actively suggest messaging and appropriate communications products on UNFPA/Lebanon's areas of work to the team
- Maintain close follow up for revising, updating and maintaining UNFPA Libya website

including production/uploading of various materials i.e. video feature stories and photos for wide distribution nationally, regionally and internationally

- Activate the social media tools i.e. youtube, twitter, facebook, etc with continuous feeding of relevant information/news and promote use among a wide range of audiences
- Follow up on production of various newsletters, factsheets and bulletin as per request by the programme section.
- Identify and engage reporters, photographers, and consultants for provision of needed services related to media and communication; and prepare/contribute to relevant Terms of Reference
- Follow up with translators/graphic designers for translating as well as designing and printing of various tools and resources including proof reading and editing
- translate material and documents mainly speeches, press releases, informative leaflets, etc

Media relations

Ensure that the Country Office has a well maintained and continuously updated contact list of journalists and media outlets covering all media – print, TV, radio, web etc. – and a successful process of communicating and maintaining regular contact and close collaboration with the media to communicate the story of UNFPA

Duties & Tasks

- Establish & regularly maintain an updated/expanded mailing list/network of local and regional media sources, ensure mobilization/engagement of media and celebrities for supporting various initiatives
- Direct media relations – pitching, sending media materials, organizing and facilitating media field visits, facts/figures, human interest story opportunities, b-roll, and photos as needed
- Prepare for and organize dissemination events/meetings including press conferences
- Identify, develop and distribute variety of materials in multiple, appropriate formats for media personnel. Ensure or enhance the quality, appropriateness of country specific communication materials, activities and messages transmitted to the press, partners and public
- Brief UNFPA Head of Office/ programme staff on major issues/priorities to address during media interviews.
- Produce weekly digest by scanning local news and resources on population matters – including ones involving UNFPA and UN system as such – through compiling summary of key issues and forwarding them to supported projects, regional office, country offices, and IERD on one hand, and analyzing them on the other
- Collaborate with mass media through activities such as organizing project site visits, facilitating photo coverage and TV footage and utilizing both web-based and traditional media as appropriate.

4. Work Relations

The Analyst maintains collaborative relationships with all programme and project staff at the CO. Internal contacts include the Country Director, Programme Analysts, Programme Associates and the CO's operations team. External contacts include other UN agencies in country and counterparts in Country programme activities.

5. Job Requirements

Education:

- Advanced degree in communication/journalism, liberal arts and/or other related social science field.
- 05 years relevant work experience, preferably in the field of humanitarian and population activities would be desirable
- In lieu of an Advanced degree, an undergraduate degree plus at least 07 years of demonstrated professional experience in the field of journalism, communications, external relations, public affairs, public relations or corporate communications.

Required Competencies:

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i) Values:

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

ii) Core Competencies:

Achieving results, being accountable, developing and applying professional expertise/business acumen, thinking analytically and strategically, working in teams/managing ourselves and our relationships, communicating for impact

iii) Functional Skillset:

- Advocacy/Advancing a policy-oriented agenda
- Internal and external communication and advocacy for results mobilization
- Excellent writing and communications skills;
- Good knowledge/understanding of the UN system preferable;
- Political astuteness;
- Knowledge of online publishing software an advantage;
- Strong conceptualization skills, sound judgment.
- Strong communications expertise.
- Excellent coordination skills to work on several projects simultaneously.
- Interpersonal skills, team spirit and positive working relationships.
- Excellent writing and presentation skills.
- Ability to take initiative and work with minimal supervision.

Languages:

Fluency in English and Arabic (written and spoken) required. Knowledge in French is an asset

Application:

Interested candidates should submit their cover letter, resume and filled P11* form for the position to:

UNFPA Libya CO

Email: libyaco@unfpa.org

Deadline for applications: **17/08/2017**

NB: Please refer to the title of the position in the e-mail subject

*P.11 form can be downloaded through:

<http://www.unfpa.org/tags/p11>

- Only short-listed candidates will be contacted. A written test may be conducted to assess the candidates in addition to an interview.