



UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

I. Post Information

Post Title: **Communications Associate**
Pre-classified Grade: ICS-7
Supervisor: Communications Analyst

II. Organizational Context

Under the guidance and direct supervision of the Communications Analyst, the Communications Associate supports the formulation and implementation of the communications and advocacy strategies to increase the understanding and awareness of UNDP with partners, the media and the public. The Communications Associate promotes a client-oriented approach in UNDP.

The Communications Associate works in close collaboration with the Management Support and Business Development, Programme and Operations teams in the CO, staff of other UN Agencies, UNDP HQs staff (Communications Office) and Regional Communications Advisor, Government officials, media, multilateral and bilateral donors and civil society.

A communications strategy tightly linked to program priorities helps position the Country Office in key development markets as a leader in ways that boost demand for various service lines and increase overall business opportunities.

III. Functions / Key Results Expected

Summary of Key Functions:

- q Support to formulation and implementation of internal and external communications and advocacy strategies, support to business development
- q Support to elaboration and implementation of the publications strategy and plan
- q Maintenance of websites, databases and knowledge management systems
- q Facilitation of knowledge building and knowledge sharing

1. Supports the **formulation and implementation of internal and external communications and advocacy strategies, supports business development** focusing on achievement of the following results:

- q Preparation and conduct of communications needs assessments for CO (projects,

<p>country programme and corporate change initiatives, etc)</p> <ul style="list-style-type: none"> q Provision of information for elaboration of CO communications and outreach strategy based on the corporate communications strategy. q Development of communication materials for marketing and awareness-raising campaigns, including briefing materials and press releases in coordination with the supervisor. q Organization of roundtable discussions, press conferences, briefing sessions, interviews. q Provision of inputs and researched information in programme formulations to integrate advocacy and communication strategies into all aspects of UNDP's development programme. q Review of reference materials, identification of reference materials for retention. Maintenance of information database and photo library. q Organization and implementation of joint UN information campaigns (UN Day, World AIDS Day, etc.) q Preparation of inputs for CCA, UNDAF, CPD and other documents.
<p>2. Provides support to the elaboration and implementation of the CO publications strategy and plan focusing on the achievement of the following results:</p> <ul style="list-style-type: none"> q Provision of inputs and information for elaboration of CO publications strategy and plan based on the corporate publications policy. q Identification of storylines for publications and articles contributing to debates on key development issues. q Technical supervision of translation/adaptation/rewriting of information received, printing and dissemination of publications and audio-visual materials. Contact with printers and other suppliers to ensure production. q Supervision of publications dissemination.
<p>3. Ensures the design and maintenance of the UNDP web site, intranet, CO web-based knowledge management system focusing on achievement of the following results:</p> <ul style="list-style-type: none"> q Design and maintenance of the UN/UNDP web sites based on corporate requirements in cooperation with the ICT staff. q Preparation/checking the content for the web sites to ensure consistency of the materials.
<p>4. Ensures facilitation of knowledge building and management focusing on achievement of the following results:</p> <ul style="list-style-type: none"> q Identification and synthesis of best practices and lessons learned directly linked to programme country goals and activities. q Sound contributions to knowledge networks and communities of practice including corporate communications repositories. q Organization and conduct of training and workshops on communications for development as appropriate.

IV. Impact of Results

The key results have an impact on creation of effective communications and dissemination of information on UNDP as UN's global development network. Accurate analysis and presentation of information enhances UNDP position as a strong development partner. The information

provided facilitates decision making of the management.

V. Competencies and Critical Success Factors

Corporate Competencies:

- q Demonstrates integrity by modeling the UN's values and ethical standards
- q Advocates and promotes the vision, mission, and strategic goals of UNDP
- q Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- q Treats all people fairly without favoritism

Functional Competencies:

Knowledge Management and Learning

- q Shares knowledge and experience and contributes to UNDP Practice Areas
- q Develops knowledge in Practice Areas
- q Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- q Ability to implement communications and publications strategies
- q Ability to perform a wide range of varied, inter-related complex services
- q Ability to extract, interpret and analyze data and resolve operational problems
- q Ability to work with minimum supervision
- q Ability to supervise and train support staff
- q Ability to plan and organize work
- q Communicates sensitively and effectively across different constituencies
- q Demonstrates strong IT skills

Management and Leadership:

- q Focuses on impact and result for the client
- q Consistently approaches work with energy and a positive, constructive attitude
- q Ability to write and communicate orally with accuracy and professionalism
- q Builds strong relationships with clients and external actors
- q Ability to remain calm, in control and good humored even under pressure and tight deadlines
- q Demonstrates openness to change and ability to manage complexities

VI. Recruitment Qualifications

Education:	Secondary education. University degree in Journalism, Political Sciences or related field.
Experience:	2 years of relevant experience in communication/public relations at the national level. Experience in the usage of computers and office software packages (MS Word, Excel, etc.). Experience in handling of web-based management systems.
Language Requirements:	Fluency in English and Romanian. Good knowledge of Russian.

VII. Signatures - Job Description Certification		
--	--	--

Incumbent <i>(if applicable)</i>		
----------------------------------	--	--

Name	Signature	Date
------	-----------	------

Supervisor		
------------	--	--

Name	Signature	Date
------	-----------	------

Chief Division/Section		
------------------------	--	--

Name	Signature	Date
------	-----------	------