



JOB DESCRIPTION

Official Job Title:	Communication for Development Specialist	
Duty Station:	Cairo, Egypt	
Grade (Classified)	NOC	
Post Number:	13283	
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Classification Authority:		Date: June 2018

Organizational Location

The Communications Specialist is located in the Egypt Country Office (CO)

Job Purpose:

Results-Oriented Functional Statement:

- Under the guidance of the Representative and the direct supervision of the Assistant Representative, the Communication Specialist substantively contributes to the effective management of UNFPA activities in the areas of population, reproductive health and gender, with focus on advocacy and social and behavior change communication.
- S/He is guided by evidence and research-based process of using communication to promote behavior that lead to improvements in health outcomes. S/He designs, updates, manages, coordinates, implements and monitors communication and outreach initiatives in support of the CP delivery, and ensures and guides the appropriate application of systems and procedures and develops enhancements if necessary.
- The Communications Specialist must effectively influence counterparts and stakeholders from diverse backgrounds to jointly contribute to achieving population and development results.

Main Tasks and Responsibilities

Country Office Communications Strategy

- Coordinates the preparation of the CO Communications Strategy for internal and external communication strategies in development, as well as humanitarian contexts
- Reviews the Communications Strategy in close consultation with senior management and programme teams, reflecting programming needs
- Manages the implementation of the Communications Strategy preparing annual work plans and integrating them in programmes and operations
- Oversees the development of all types of communications to reach media, public and communities
- Organizes and facilitates learning sessions to improve and develop communications skills and capacity of CO staff

Publications and Media

- Identifies and develops story lines for publications and use in diversity of media channels
- Oversees daily global, regional, national and institutional media scanning, prepares regular briefs for staff in CO and Regional office, and provides effective responses to inquiries for public information
- Coordinates and manages all CO publication activities, packaging information relevant to target audience
- Supervises the maintenance of the CO website, ensuring appropriate knowledge sharing, reliability of information and quality of design
- Develops and maintains media contacts and networks, providing newsworthy information to national and international channels, and ensuring coherence in public information activities and messages

Social and behaviour change communication

- Contributes substantively to the formulation and design of the country programme and its component projects according to UNFPA programme policies and procedures. Ensures quality of programme/project design ensuring emphasis on improving health outcomes through addressing individual and group behaviours as well as strengthening the social contexts, systems and processes that underpins health outcomes.
- Analyses and interprets the social and economic environment relevant to Sexual and Reproductive Health, Youth and Gender and identifies opportunities for UNFPA assistance and interventions. Keeps abreast of evolving policy developments and strategies, analysing policy papers, strategy documents, national plans and development frameworks and preparing briefs and inputs for policy dialogue, technical assistance coordination and development frameworks.
- Analyses and reports on programme and project progress to determine learning experiences designed to help individuals and communities improve their reproductive health by increasing their knowledge or influencing their attitudes, to find appropriate mix of interpersonal, group and mass-media communication channels conducive to behaviour change.
- Monitors programme targets with the programme team, to propose evidence and research-based processes of using communication that promotes behaviours leading to improvements in health outcomes. Promotes appropriate communication practices that are grounded in sound understanding of socio-ecological contexts, including the individual behaviours, the collective group actions, the social and cultural structures, and the enabling environment.
- Helps create and document knowledge about practices and trends in communication for positive SRH and gender outcomes, by analysing programmes, projects, strategies, approaches and ongoing experience for lessons learned, best practices, and shares with staff to feed back in planning future strategies.
- Assists advocacy and resource mobilization efforts of the Country Office by preparing round tables, focus group discussions, relevant documentation, conference papers, speeches, donor profiles and participating in donor meetings and public information events.

Work Relations

- The Communication Specialist maintains collaborative relationships with all programme and project staff at the CO.
- Internal contacts include the Assistant Representative, the Programme Specialists, the M&E Associate, the Fin/Admin Associate, and the rest of the CO's programme/technical team
- The incumbent will also keep a close working relationship with the Regional Communications Advisor (ASRO) and with the network of peers from other Country Offices in ASRO and elsewhere.
- External contacts include other UN agencies in country, counterparts in Country programme activities and particularly, media, media experts and key advocates for the ICPD mandate and UNFPA work.

Qualifications

- Advanced University degree in mass communications, public relations, journalism or communication sciences;
- Minimum 5 years of increasingly responsible professional experience in mass and institutional communication;
- Proven ability to develop approaches and materials for diverse target audiences, including messaging on culturally sensitive issues;
- A thorough understanding of the UN system in general, and especially UNFPA mandate, policies and operations, as well as the current development topics and political issues in EGYPT;
- Demonstrated experience implementing visibility communications;
- Demonstrated experience working with stakeholders to build strategic partnerships;
- Excellent writing and editing skills in both Arabic and English with strong analytical and research abilities required;
- Solid knowledge of web production, social media and multimedia tools;
- Excellent interpersonal communication and results-based programme implementation skills required;
- Strong communications approaches for planning, executing, and monitoring communications strategies;
- Excellent photography and advocacy skills;
- Fluency in Arabic and English required.

Required Values/Competencies:

Values:

- Exemplifying integrity
- Demonstrating Commitment to UNFPA and the UN System
- Embracing cultural diversity
- Embracing change

Competencies:

- Being accountable to achieving results
- Developing and applying professional expertise/business acumen
- Thinking analytically and strategically
- Working in teams
- Communicating for impact
- Providing strategic focus
- Engage internal/ external partners
- Leading, developing and empowering people
- Create a culture of performance

Functional Skill set:

- Advocacy/Advancing a policy oriented agenda;
- Results-based programme development and management;
- Innovation and marketing of new approaches;
- Internal and external communication and advocacy for results mobilization
- Strategically positioning UNFPA programme
- Leveraging the resources of national governments and partners/Building strategic alliances and partners;

Other Desirable Skills:

- Deep understanding of the ICPD, Human Development and Human Rights paradigms
- Excellent interpersonal and communication (oral and written) skills
- Initiative, drive, team work
- Ability to work well under deadline
- Time and workload management, multitasking

How to apply:

- Only Qualified candidates are to complete, sign and submit the Personal History Form (P11) and an updated detailed CV prior to the deadline of the vacancy notice through Egypt.jobs@unfpa.org
- Post title “**Communication for Development Specialist**” must be indicated in the Subject line of the email
- Deadline to receive applications is close of business Thursday July 12, 2018
- Applications must be received through the above email and before the deadline to be considered