

I. Position Information

Job Title: Communications Associate

Current Grade: G7

Organizational Unit: UN Women Brazil

Position Number:

Reports to (Title/Level): UN Women Representative, P5

II. Organizational Context

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

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

III. Functions and key results expected

Summary of Key Functions:

1. **Support to the formulation and implementation of internal and external communications and advocacy strategies.**
 2. **Support to the elaboration and implementation of the publications strategy and plan**
 3. **Maintenance of websites, databases and knowledge management systems**
 4. **Facilitation of knowledge building and knowledge sharing**
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1. **Support to the formulation and implementation of internal and external communications and advocacy strategies**
 - Following prepared guidelines and under close supervision conducts communications

needs assessments for Country Office(CO) (projects, country programme and corporate initiatives, etc.).

- On request provision of background information for elaboration CO communications and outreach strategy based on the corporate communications strategy.
- Assist in the development of communication materials for marketing and awareness-raising campaigns, including briefing materials and press releases in coordination with the supervisor.
- Facilitate organization of roundtable discussions, press conferences, and briefing sessions as needed.
- Under guidance provision of preliminary inputs and information to assist in programme formulations to integrate advocacy and communication strategies into all aspects of the Office initiatives.
- Search and identification of reference materials for retention and maintenance of information database and photo library.

2. Support to the elaboration and implementation of the publications strategy and plan

- Under close guidance provides preliminary inputs and information for elaboration of CO publications strategy and plan based on the corporate publications policy.
- Assists in the identification of storylines for publications and articles contributing to debates on key development issues.
- Support 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.
- Supervision of publications dissemination.

3. Maintenance of websites, databases and knowledge management systems

- Assistance in the design and maintenance of the office web sites based on corporate requirements in cooperation with the ICT staff.
- Preparation/checking the content for the web sites to ensure consistency of the materials.

4. Facilitation of knowledge building and knowledge sharing

- Contribute substantially to identification and synthesis of best practices and lessons learned directly linked to programme country goals and activities.
- As requested provide sound contributions to knowledge networks and communities of practice including corporate communications repositories.
- Organization and assistance in conduct of training and workshops on communications for development as appropriate.

IV. Impact of Results

The key results impact on the effective communications and dissemination of information on UN Women. Accurate analysis and presentation of information enhances UN Women position

as a strong development partner. The information provided facilitates decision making of the management.

V. Competencies

CORE VALUES / GUIDING PRINCIPLES

- **Integrity:** Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct.
- **Professionalism:** Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.
- **Cultural sensitivity and valuing diversity:** Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity.

CORE COMPETENCIES

- **Ethics and Values:** Demonstrate and safeguard ethics and integrity
- **Organizational Awareness:** Demonstrate corporate knowledge and sound judgment
- **Development and Innovation:** Take charge of self-development and take initiative
- **Work in teams:** Demonstrate ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds
- **Communicating and Information Sharing:** Facilitate and encourage open communication and strive for effective communication
- **Self-management and Emotional Intelligence:** Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behavior towards others
- **Conflict Management:** Surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution
- **Continuous Learning and Knowledge Sharing:** Encourage learning and sharing of knowledge
- **Appropriate and Transparent Decision Making:** Demonstrate informed and transparent decision making

FUNCTIONAL COMPETENCIES:

- Ability to establish, build and sustain effective relationships with clients, demonstrating understanding of client's perspective; anticipating client needs and addresses them promptly;
- Ability to create, edit and present information in clear and presentable formats, using appropriate IT functionality;
- Ability, under guidance, to provide supervision of translation/adaptation/rewriting of information received, printing and dissemination of publications and audio-visual materials;
- Ability to facilitate the organization of Workshops, Roundtables, Press Conferences etc.;
- Ability to carry out document research, basic document analysis, and preliminary synthesis

- of best practices and lessons learned in the communications field;
- Ability to organize and complete multiple tasks by establishing priorities;
- Ability to handle a large volume of work possibly under time constraints;
- Experience in the use of computers applications and software packages (MS Word, Excel, etc) as well as web based management systems;

VI. Recruitment Qualifications	
Education:	Secondary education is required. University degree or equivalent in Communication, Public Relations or Journalism is an asset.
Experience:	A minimum of 7 years relevant experience in providing support to the formulation and implementation of internal and external communications and advocacy strategies and related Plans. Experience in backstopping the provision of communication packages, in supporting the publication and dissemination of material, and in supporting knowledge management in the communications field, preferably in the field of gender. Experience in the use of computers applications and software packages (MS Word, Excel, etc) as well as web based management systems.
Language Requirements:	Fluency in English and Portuguese is required. Fluency in Spanish is an asset.

This is a position for National candidates. Only applications with P11 and cover letter will be considered and should be sent to unwomenbra.hr@unwomen.org up to 16 February 2014 under title “Communications Associate”.