



Job Description	Communication Assistant
Post Title	Communication Assistant
Type of Contract	Local Individual Consultant
Duration	12 months (initial), renewable
Duty Station	Boa Vista - RR

Organizational context

The new UNFPA country programme for Brazil was approved by the Executive Board for a five-year period of 2017-2021 and covers 4 strategic areas: Sexual and Reproductive Health; Adolescents & Youth; Population Dynamics which includes South-South Cooperation in support of the ICPD agenda. The CPD is based on a total resource plan of USD 37.5m of which USD 4,5m regular resources and USD 33m to be mobilized.

At the same time, the UN in Brazil signed a new Development Assistance Framework (UNDAF) covering the same 5-year period as the UNFPA CPD (2017-2021). UNFPA Brazil was nominated to coordinate the 1 of the 5 strategic areas, the People pillar. In addition, UNFPA is chairing the Government/Interagency working group on Youth and the Government/Interagency working group of HIV/AIDS. Furthermore, UNFPA is co-chairing the Brazilian Chapter of the Global Health Partnership - H6.

Since 2015 Brazil is undergoing a period of political and economic instability, which has significantly impacted UNFPA's ability to mobilize resources from the Government to implement the Country Programme. In this context of declining core resources, UNFPA is obliged to move more decidedly than ever into the global multilateral arena of non-core resource mobilization. Beyond the corporate shift, this requires UNFPA at country office level to embrace a mode of engagement and a way of doing business internally, which departs from the traditional UNFPA operation. As such, various new internal processes as well as profiles need to be adapted, at programmatic, operational and communications levels. New frameworks as well as a new business culture need to be adopted. This poses several internal challenges the CO team must overcome in conjunction with the external political, social and economic circumstances in Brazil.

An increasingly important part of UNFPA's programme is implemented from locations other than the capital, Brasilia. Such is the case of UNFPA engagement in response to the influx of Venezuelans in Roraima, being managed from Boa Vista (RR). As of 2015, Brazilian authorities registered a growing number of Venezuelans seeking health services and asylum in Brazil. By July 2018, an estimated 25,000 Venezuelans were living in Roraima, 40% of which were women. On 15th February 2018 the Federal Government declared state of social emergency in Roraima and announced efforts to relocate migrants in other states, starting with the resettlement of 1,000 people in the cities of São Paulo, Manaus and Cuiabá on a voluntary basis. UNFPA started its operations in Roraima in 2017, focusing on the prevention and the response of Gender-Based Violence and Sexual and Reproductive Health in the emergency context.

To provide Communication Assistant actions within the framework of project ICSP / 2018 / 398-761 in support of UNFPA actions in the context of Emergency related to the Venezuelan migratory flow to Brazil in Roraima.



Summary of main functions

The Communication Assistant is located in Boa Vista – RR and reports to the Humanitarian Affairs Analyst. He/She will be responsible for providing communication support to UNFPA activities in Roraima that promote Sexual and Reproductive Health, following the principles of the Guidelines for Interventions in the Field of Gender-Based Violence in Humanitarian Contexts and the Package (MISP) developed through the Gender Group coordinated by UNFPA. The support of the communication assistant should contribute to the design, planning and implementation of communication actions from a human rights, gender and reproductive health perspective.

In this way, it should contribute to the response to the emergency caused by the increase in the flow of Venezuelan migration to the State of Roraima. In addition, it should contribute to fostering community resilience to gender-based violence by promoting the engagement and participation of women and adolescents in awareness-raising, community mobilization, and leadership development activities, working together with a multidisciplinary team of Refugee specialists, Migration and Shelter (UNHCR and IOM), Gender and Emergency Violence (UNFPA). As a result, communication actions are expected to contribute to addressing discrimination based on national and gender origin, as well as the Agency's positioning in the context of migration

Duties and Responsibilities:

- **Media and social media**
 - Support the development and implementation of the UNFPA communication and advocacy strategy in Roraima, including: promoting the human rights of migrants, based on a gender focus, corporate image monitoring and UNFPA brand strategy support;
 - Support in the development of content for the UNFPA website and for social networks related to the priority themes and to UNFPA's work in Roraima, including posts, videos and materials;
 - Collect, analyze and share strategic materials for UNFPA's mandate and work with the technical and communications team.
 - Provide coverage (text and images) of UNFPA-related activities for internal and external dissemination;
 - Develop press releases and media notices; help organize press conferences and other strategies to expand and improve media coverage of UNFPA-related activities.
- **Knowledge Management**
 - Provide data and information related to the communication necessary for the preparation of program and project documents;
 - Contribute to the planning, scheduling and reporting of the office; ensure the appropriate completion and publication of declarations, briefings and key documents required for the intervention;
 - Contribute to the development of knowledge sharing resources, synthesizing and documenting findings and lessons learned and developing relevant materials;
 - Support the implementation of communication procedures and protocols (editorial policy, authorization of use of image, use of the logo, etc.);
 - Assist in the management of communication files (library of photos, printed and online libraries, etc.);

- **Advocacy**
 - Support the development and delivery of UNFPA advocacy and communication material;
 - Support advocacy and resource mobilization efforts, assisting in the development of relevant documentation, such as project summaries, fact sheets, presentations, abstracts, key notes, donor profiles, and participation in public information events as requested.
- **Monitoring and evaluation**
 - Assist in monitoring the implementation of the communication strategy / work plan;
 - Monitor news clippings related to UNFPA activities in Roraima and trend analysis;
 - Support the monitoring / evaluation of advocacy and communication activities, including those carried out by partners.
- **Administrative support for program**
 - Logistical support for meetings, workshops, missions and events;
 - Participate in the training and guidance of UNFPA staff, UNFPA consultants and implementation partners related to communication;
 - Assist in the preparation of correspondence and prepare simple reports, declarations, presentations and speeches in Portuguese and / or English, as necessary;
 - Assist in the contracting process related to the communication (write Terms of Reference, obtain data for the creation of suppliers register, monitor product development and ensure that the pertinent documentation is complete);
 - Commit to other tasks, as designated by the Supervisor.



Work relations

Internal contacts include the Operations Manager, the country office programme team and the Senior Management Team.

Job requirements

Education:

- Professional with a degree in Journalism, Social Communication or related areas and / or equivalence in professional experience;

Experience:

- 2 years of experience in journalism, social communication, media relations, content production or related areas
- Previous UN experience;
- Knowledge of concepts and main debates related to the themes of rights, sexual and reproductive health, gender equality, ethnic-racial equality and adolescence and youth is desirable;

Languages

Oral and written fluency in Portuguese and working knowledge in English

Corporate Skills

- **Integrity, Ethics and Values**
 - Act in accordance with UNFPA and UN values, administrative rules, code of conduct and ethical principles.
 - Exercise critical judgment when handling operational data focusing on the better fulfillment of UNFPA's mandate and securing information confidentiality.
 - Conflict Management / Negotiating and Resolving Disagreements.
 - Building support and political acumen.
 - Creativity and innovation.
 - Team work.
 - Effective Communication.
 - Managing conflict.
 - Knowledge Sagring.
 - Fair and transparent decision making.

- **Client/Partner Orientation**
 - Contribute to the achievement of positive results for clients and partners by anticipating needs and concerns, and responding to them efficiently.

- **Sensitivity to cultural diversity**
 - Demonstrate inclusive behavior with colleagues and stakeholders by successfully developing cross-cultural relationships.
 - Be adaptable and sensitive to political, religious and cultural differences.
 - Actively promote equity and gender diversity in all activities.

- **Innovation**
 - Demonstrate curiosity and creativity when solving administrative problems.
 - Communicating Information and Ideas
 - Self-management and Emotional Intelligence
 - Be tolerant with different points of view and understand the role of operations as an evolving area of UN reform which contributes to a more effective and efficient implementation.

- **Accountability**
 - Be accountable for handling confidential information in support of UNFPA's work in Brazil.
 - Ensure information is correctly collected, recorded and used to minimize errors and strengthen implementation.
 - Appropriate and Transparent Decision Making

Basic Skills

- **Achieve results**
 - Seek ways to optimize the use of resources and ensure the correct execution of policies.
 - Promote actions to ensure that daily activities are executed on time.
- **Focus on problem solving**
 - Actively support operational services and promote exchange of information with programme units.
 - Support the implementation of appropriate solutions in support to UNFPA operations, focusing on practices that have the potential to enhance existing systems and that can lead to the identification of corrective measures to solve problems.
- **Working in a Team and Managing Relationships**
 - Promote team harmony by collaborating with colleagues and paying due consideration to ideas from other members.
 - Stay calm and focused even under pressure.
 - Take advantage of team diversity to achieve better and more innovative results.
 - Demonstrate resilience when dealing with complex and urgent tasks.
 - Ability to work independently and as part of a team.
- **Communication for impact**
 - Effective Communication
 - Encourage and actively engage in open, objective discussions demonstrating the ability to see problems and situations from the perspective of team members.
 - Express ideas clearly and encourage open dialogue in order to develop better solutions without undermining peer relationships.
 - Excellent writing and communication skills.
 - Good research skills and ability to synthesize information.



How to apply

Complete the P11 form available at http://www.unfpa.org.br/Arquivos/p11_port_final.doc

Procedure: On the vacancy announcement page, click "Apply Now". After completing the necessary data, click on "Submit Application". In "Attach Resume", click "Browse" to include your already filled in P11. In "Upload Resume", submit your P11.

Important notes

Only applications made using the P11 form and submitted within the deadline will be considered.

UNFPA is committed to human diversity in terms of gender, nationality and culture. People from minority groups, indigenous people and people with disabilities are encouraged to participate in the selection process. All applications will be analyzed with complete confidentiality.

Due to the high volume of applications, individual receipt confirmation is not be possible. Only a limited number of pre-selected candidates will be contacted.

Candidates must be of Brazilian nationality or have legal authorization to work in the country.

UNFPA does not charge any type of fee to participate in this process. UNFPA does not solicit or search for individual information about HIV or AIDS and does not discriminate against HIV-positive people. UNFPA offers equal opportunities to all applicants and encourages Afro Descendants and women to apply.