



Post Title	Communications Assistant
Type of Contract	UNOPS / LICA
Level	LICA 4-1
Gross Pay	BRL 7.794,00
Duration	6 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.



Summary of main functions

Under the guidance and direct supervision of the Communications Officer and the Project Analyst - Humanitarian Aid, the Communications Assistant in Boa Vista will support the implementation of the communications and advocacy strategies of the office to increase the standing and awareness of the UNFPA humanitarian response in Roraima and Amazonas.

Duties and Responsibilities:

- Elaborate, adapt and update content for online and offline communication channels, internal and external;
- Elaborate institutional and management support content such as presentations, invitations, information notes, folders, briefings, speeches and reports;
- Produce publications, from content, follow-up of graphic design, printing to the implementation of dissemination and distribution strategy;
- Production of translations and versions in Portuguese, Spanish and English of communication materials, such as presentations, releases and notes, among others;
- Be responsible for journalistic and photographic coverage of events promoted by UNFPA, partners or stakeholders;
- Promote the relationship with the press, including attendance, preparation of authorities, briefings, mailings, articles, notes, counting, answers and guidelines suggestions;
- Monitor the content of interest in the press, including the production of clipping;
- Reporting, based on media techniques, information on projects and actions developed and / or supported by UNFPA;
- Support in the development of thematic content related to the UNFPA Mandate and the institutional image.



Work relations

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

Job requirements

Required Skills and Experience:

- Professional with a degree in Journalism or Public Relations;
- A minimum of 5 years of relevant experience work in agencies of advertising, public relations or press office and in writing of newspapers and magazines and / or publishing house;
- Proven experience in interviewing, writing and editing journalistic texts and other online and offline communication products and channels;
- Production of content such as: news; reports; articles, releases, books and / or chapters of books and reports in Portuguese and English;
- Oral and written fluency in Portuguese, English and Spanish;

Skills and Experience that are considered as assets:

- Additional years of professional relevant experience in investigative journalism; news coverage in emergencies.
- Experience working with / for the United Nations System in Brazil or with human rights organizations.



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.
- Teamwork.
- Effective Communication.
- Managing conflict.
- Knowledge Sharing.
- 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

The job application link will be available on the UNFPA Brazil website (<https://brazil.unfpa.org/pt-br/vacancies>), when clicking on the link, it is necessary to fill in the Google Forms and attach the requested documents.

Complete the P11 form available at https://brazil.unfpa.org/sites/default/files/vacancies/p11_port_final_3.doc.

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 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.