



<b>Post Title</b>	Communications & Advocacy Officer
<b>Type of Contract</b>	UNOPS / LICA
<b>Level</b>	LICA 7-1
<b>Gross Pay</b>	BRL 16.997,00
<b>Duration</b>	12 months (initial), renewable
<b>Duty Station</b>	Brasília - DF

### **Organizational context**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.



## Summary of main functions

Under the overall guidance of the CO Representation the incumbent shall develop the following major duties and responsibilities:

### Duties and Responsibilities:

#### General Assignments

- Contributes to creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the UNFPA programme, and drafting relevant materials for dissemination;
- Participates in the planning of capacity building/training activities;
- Assists in the promotion of knowledge sharing on the areas under his/her responsibility in the Office;
- Supports the implementation and financial execution of Programme activities (regular and non-regular funds);
- Supports processes of contracting (drafts TORs, obtains data for the creation of vendors, follows up on products & quality and ensures that the evaluation form is completed);
- Performs Atlas related functions according to the relevant profile;
- Undertakes other tasks as maybe assigned by the Office Representation.

#### Communications

#### Research and Analysis

- Promotes awareness about UNFPA centrality to the ICPD agenda through the dissemination of strategic information and materials;
- Maintains networks and knowledge assets for use within visibility and institutional image initiatives;
- Makes recommendations on the design and delivery of institutional image and advocacy activities;
- Collects, analyzes and disseminates information on sexual and reproductive health and rights, population and development, gender, race and ethnicity equity, HIV / AIDS, humanitarian response and South-South Cooperation.

#### Developing promotional actions and organizational message

- Identifies and develops activities to enhance the visibility of UNFPA's work;
- Develops advocacy materials (factsheets, presentations, briefs and etc.);
- Develops promotional activities based on monitoring / evaluation of information, identifying areas requiring higher visibility;
- Develops messages for use by UNFPA staff when working with partners;
- Review documents and materials intended for use within and outside the organization to ensure consistency and validity of communications;



- Creates and cultivates networks of partners to promote UNFPA's communications strategies;
- Supports events organization.

### **Formulating strategies for communications, media and public relations**

- Formulates strategy for UNFPA branding and provides guidance on the objectives, content and direction of corporate image activities;
- Formulates strategy for the implementation of promotional activities and materials;
- Develops strategies for improved and expanded coverage in the media and stakeholders;
- Builds consensus with colleagues on the image to be projected and sets priorities on key audiences to be targeted;
- Develops and / or adapts communications procedures and protocols (editorial policy, logo use, etc.); manages communication files (photo library, hardcopy and online libraries, etc.).

### **Raise awareness about UNFPA activities**

- Shares information and network with the other UNFPA offices;
- Organizes advocacy campaigns;
- Develops documents / publications / communication materials, presentations, speeches, background information for interviews, formal / informal meetings, and other communication events;
- Distributes institutional communication materials to key audiences;
- Updates regularly UNFPA Brazil communications channels.



## Work relations

Internal contacts include the UNFPA's Brazil Representative, Operations Manager, Assistant Representative, the country office programme team, the Senior Management Team and the Latin American and Caribbean Regional Office.

## Required Skills and Experience:

- Completed undergraduate degree in Communication/Media Studies, Journalism, or other closely related field;
- At least 7 years of relevant progressively responsible professional working experience, and at least 3 years leading, developing and implementing media/communications strategies and plans;
- Demonstrated work experience in production and supervision of production of content: written (articles, reports, press releases, etc.), design (visual identity, layout production, photography, etc.), audiovisual (movie script, video production, podcast, etc.) and other online and offline communication products and channels;
- Demonstrated work experience in coordinating institutional usage of social media (e.g. Instagram, LinkedIn, YouTube, Facebook, Twitter, blogs, forums, etc.);
- Demonstrated work experience in communicating for human rights in government institutions, NGOs, donor institutions and/or the UN System;
- Fluency in Portuguese;
- Fluency in English;
- Working Knowledge in Spanish.

## Skills and Experience that are considered assets:

- Graduate degree in Communication/Media Studies, Journalism, Marketing, and/or related fields;
- Years of experience - additional to the minimum of three - in taking a leading role in communications organizations/departments, developing and implementing media/communications strategies and plans;
- At least 4 years of experience in working for the communication for human rights;
- Demonstrated experience in conducting high-level media and awareness raising campaigns targeting national press, television radio and internet/social media;
- Demonstrated experience in planning and implementing events (virtual and/or face-to-face);
- Working Knowledge of the SDGs Agenda, especially the goals related to the UNFPA mandate;
- Extensive network with relevant stakeholders;
- Previous work experience in the UN system at national or international level;
- Fluency in Spanish.

## 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 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**

Complete the P11 form available at [http://www.unfpa.org.br/Arquivos/p11\\_port\\_final.doc](http://www.unfpa.org.br/Arquivos/p11_port_final.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.

### **Escritório do UNFPA no Brasil**

Casa das Nações Unidas, Complexo Sérgio Vieira de Mello  
Setor de Embaixadas Norte, Quadra 802, Conjunto C, Lote 17, Brasília-DF  
CEP 70800-400 | +55 (61) 3038-9252 | [www.unfpa.org.br](http://www.unfpa.org.br)