



Fundo de População
das Nações Unidas

Post Title: Communications Assistant

Type of Contract: UNOPS / LICA

Level: LICA 4-1

Gross Pay: 9.836,00 BRL

Duration: 9 months (renewable)

Duty Station: Boa Vista / RR

Organizational context

UNFPA [Strategic Plan for 2022-2025](#) was just approved and invites stakeholders worldwide to join UNFPA on its journey to achieve access to sexual and reproductive health for all, realize reproductive rights and accelerate the implementation of the Programme of Action of the International Conference on Population and Development (ICPD). With the 2030 deadline looming to achieve the three transformative results – ending the unmet need for family planning, ending preventable maternal deaths and ending gender-based violence and harmful practices – the pressure is on us to make major strides in a short time.

Our commitment to achieving the three transformative results by 2030 remains the same, but our ways of achieving them will be dramatically transformed in light of global changes including “megatrends” that have changed the conditions under which we operate.

UNFPA’s new Strategic Plan for 2022–2025 has a specific output for humanitarian action: By 2025, UNFPA’s goal in humanitarian action is to strengthen the capacity of critical actors and systems for preparedness, early action and the provision of life-saving interventions related to SRH and GBV that are timely, integrated, conflict- and climate-sensitive and peace-responsive.

Global support programmes continue strengthening UNFPA’s leadership role in GBV, SRH and reproductive rights, and data systems in line with the clear vision and accountability of humanitarian assistance in the Strategic Plan 2022–2025. UNFPA is adapting its processes and procedures to attain operational agility with accountability for results and resources.

In the humanitarian context of the Venezuelan migration crisis, for 2022, the work to prevent and respond to gender violence will be scaled up with projects funded by the Embassy of Luxembourg and USAID. The first is aimed at promoting the economic empowerment of refugee and migrant women; while the second is aimed at actions to develop and strengthen the institutional capacities of States and Municipalities in the prevention and response to gender-based violence, covering both women from the host population and refugees and migrants, mainly in the state of Amazonas, but also in Roraima.

The Sexual and Reproductive Health (SRH) actions must continue with the renewal of the Emergency Fund, guaranteeing the delivery of contraceptive methods. SRH work must also include strengthening the local network, with partnership actions and training.



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The priority of communication in humanitarian assistance will be the promotion of UNFPA, through the dissemination of successful actions, with stories that contemplate the human element. In addition, the communication will support the production of materials for communication with the beneficiary population and the host community.

Summary of main functions

Under the guidance and direct supervision of the Communications Officer and the Project Officer in Roraima, 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:

- Journalistic and photographic coverage of activities and events carried out by UNFPA, partners or stakeholders;
- Support in strategic planning for local communication;
- Elaborate, adapt and update content (text, photo and video) for online and offline communication channels, internal and external;
- Elaborate institutional and 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;
- Dissemination and distribution strategy for produced materials;
- Translate and revise content from Portuguese to Spanish and English and vice-versa, including communication materials, such as presentations, releases and notes, among others;
- Promote the relationship with the press, including attendance, preparation of officials for interviews, briefings, mailings, articles, notes, reports, answers and guidelines suggestions;
- 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;
- Support the elaboration of Terms of Reference to contract service providers such as graphic designers, video production, printing and others;
- Administrative support for hiring communications vendors.



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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;
- Capacity to coordinate the work of different service providers for a variety of projects;
- 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 or conflicts;
- Experience working with / for the United Nations System in Brazil or with human rights organizations;
- Experience working in humanitarian field.

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.



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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.