



Post Title	Communications Assistant
Type of Contract	UNOPS / LICA
Level	LICA-4-1
Gross Pay	9.836,00 BRL
Duration	3 months (initial), renewable
Duty Station	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 general guidance of the UNFPA Representative in Brazil and under the direct supervision of the Communications Officer, the Communications Assistant will contribute to the development of UNFPA Brazil activities, content and materials in the area of Communications and Advocacy. The assistant will also work in direct contact with the program areas, supporting and enhancing the impact of communication, mobilization and institutional partnerships.

The Communications Assistant will assist in the development and implementation of the communication strategy of the UNFPA country office in Brazil. She/He will also contribute to positioning UNFPA Brazil as the main United Nations agency for population, sexual and reproductive health and youth rights, a perception to be worked among public policy makers and opinion makers in Brazil, among other key audiences. The assistant will work on the strengthening of UNFPA Brazil's brand, supporting the coordination and creation of content and campaigns for online and offline media, including UNFPA website, social media, printed materials, television, among others, generating engagement of a diversity of stakeholders and documenting the organization's activities. The Communications Assistant will also be responsible for administrative tasks related to the area, including budgeting and the monitoring of deliveries from service providers, in addition to the routine regarding the day-to-day of communication.

Duties and Responsibilities:

General assignments

- Assist in the development and implementation of the UNFPA Country Office's communication and advocacy strategy, including support for UNFPA's brand strategy, corporate image guidance and monitoring.
- Support with drafting communications content for internal use (key messages, Q&A, talking point)
- Assist with drafting and creating communications contents for external use (press releases, social and digital copy and content)
- Support with responding to media and stakeholder enquiries
- Support the layout development and design of UNFPA's image and audiovisual products.
- Support in the elaboration of short videos, GIFs and other visual materials.
- Provide media monitoring and reporting as needed
- Assist with events (internal and external)
- Database management (internal and external stakeholders) and archiving
- Support in preparing and executing the communications budget
- Provide team cover as needed



- Provide administrative and logistical support as needed

Knowledge management

- Contribute to the development and sharing of knowledge, synthesizing and documenting findings and lessons learned and elaborating relevant materials.
- Support the implementation of communication procedures and protocols (editorial policy, use of logo, etc.).
- Assist the management of communication files (photo library, hard copies and online libraries, etc.).
- Support information sharing with UNFPA regional office and headquarters (communication materials, clippings, lessons learned, internal “Voices” newsletter, other information and program updates).

Support for communication and advocacy actions

- Support the development and delivery of UNFPA advocacy and communication materials, campaigns and actions.
- Support the monitoring, validation and approval of communication products, including contact with suppliers, to ensure the quality of deliveries.
- Support advocacy and resource mobilization efforts by assisting in the preparation of relevant documentation such as project summaries, fact sheets, presentations, concept notes, supporter and partner profiles, and participation in events as requested.
- Assist in monitoring and clipping news related to UNFPA activities in Brazil and analyze common trends and.
- Produce periodic reports (clipping and media mentions) of performance in the online environment, among others.

Administrative support

- Provide support and operate requested actions on budget executing systems (Atlas, AODOCS)
- Organize logistical support for meetings, workshops, missions and events.
- Collaborate in training and mentoring UNFPA staff, UNFPA consultants and implementing partners on communication-related topics and activities.
- Assist in the processes of contracting service providers and consultants related to the communication area
- Support the preparation of requests and authorizations for travel and activities, in contact with the Travel Agency for issuing tickets, as well as all the processes involved in these activities.
- Perform other tasks as required.



Skills and Experience

Education:

- First level university degree in Social Communication, Journalism, or a related field

Required Skills and Experience:

- Minimum of three years of experience in press relations, newsroom, institutional communications, communications agencies, or equivalent.
- Proficiency in office applications (word processing, spreadsheet and presentations)

Skills and Experience that are considered as assets

- Experience editing and publishing with Content Management Systems (Wordpress, Joomla, Drupal or equivalent)
- Experience dealing with mass media, including newspapers, magazines and television channels
- Previous work with the United Nations
- Previous work with the civil society, non-governmental organizations
- Good knowledge of Google Workspace platform
- Intermediate use of social media publishing tools
- Basic photography skills with DSLR or similar camera
- Basic skills with photo, image, audio and video editors
- Knowledge of Search Engine Optimization (SEO) tools and strategies

Languages:

- Fluency in English
- Working knowledge of Spanish is desirable



Corporate Competencies:

Integrity

- Act according to the values of UNFPA and the UN, its administrative rules, conduct, ethics and integrity in all its functions.
- Exercise critical judgment, maintain discretion and confidentiality when handling data from operations that contribute to the better fulfillment of UNFPA's mandate.

Customer/partner orientation

- Contribute to positive results for customers/partners, anticipating and meeting their needs and concerns, and positively contributing to a good relationship between a potential customer, service provider or partner.

Sensitivity to cultural diversity

- Demonstrate inclusive behavior with colleagues and stakeholders by successfully developing intercultural relationships (including organizational culture across the UN system).
- Adapt to take into account political, religious and cultural differences.
- Actively promote gender equity and diversity in all activities as well as in your daily tasks.

Innovation

- Demonstrate curiosity and creativity in solving challenges and bottlenecks in administrative support.
- Be tolerant of different points of view and show awareness of operations as an evolving area derived from UN reform and contribute to more effective and efficient implementation.

Responsibility

- Accept responsibility for handling confidential information in support of UNFPA's work in Brazil.
- Ensure double checking of information to minimize errors and strengthen implementation.



Basic skills

Achieve results

- Ensure that the work methodology is effective and appropriate to achieve the desired results and seek ways to maximize the efficient use of resources.
- Promote actions to ensure unit activities are performed on time using tact and sensitivity.

Focus on problem solving

- Demonstrate awareness and interest in supporting operations and linkages with program implementation.
- Support the application of appropriate solutions in support of UNFPA operations, paying attention to practices that have the potential to improve existing systems and that could lead to the identification of corrective measures to solve problems.

Work as a team and manage relationships

- Promote harmonious teamwork by collaborating with team members and accepting ideas from other members in their own work.
- Stay calm and focused under pressure and leverage different team experiences to achieve better and more innovative results.
- Demonstrate composure and resilience when handling competitive tasks.
- Ability to work independently and as part of a team.

Communication for impact

- Encourage and actively engage in open and objective discussions demonstrating the ability to see problems and situations from the perspective of team members.
- Openly expressing concerns about ideas and encouraging open dialogue to develop better solutions without harming peer relationships.
- Excellent writing and communication skills.
- Good research skills, ability to research, analyze, evaluate and synthesize information.

Functional skill set

- Attention to detail and organization.
- Handling documents, correspondence and reports.
- Information handling and workflow.



- Planning and organization.
- Provide logistical and administrative support.
- Knowledge of basic IT systems and hardware.

How to Apply

Fill out the P11 form, available at http://www.unfpa.org.br/Arquivos/p11_port_final.do

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

Important remarks

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

UNFPA is an agency committed to 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 volume of applications received, it will not be possible to confirm individual receipts. Only a small number of pre-selected candidates will be contacted.

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

To participate in this process, no application, processing or other fees are charged at any of the stages. UNFPA does not solicit or seek individual information about HIV or AIDS and does not discriminate against people living with HIV. UNFPA provides equal opportunity to all candidates and encourages Afro-descendants and women to apply.