Re-advertisement

<table>
<thead>
<tr>
<th>Official Job Title:</th>
<th>Communications Consultant</th>
<th>Duty Station:</th>
<th>Erbil, IRAQ</th>
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</thead>
<tbody>
<tr>
<td>Contract Type:</td>
<td>Individual Consultant (IC)</td>
<td>Duration:</td>
<td>6 months</td>
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<tr>
<td>Grade and Salary:</td>
<td>Equivalent to G7</td>
<td>Working modality*:</td>
<td>*Currently the UN is telecommunicating due to COVID-19</td>
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1. The Position:

The Communications Consultant will report to the UNFPA Communications Specialist.

2. Job requirements:

Provide support to improve communication and visibility of the UNFPA results, with focus on SRH and youth projects.

- Support SRH and youth programme teams including IPs in documenting good practices
- Collect human stories related to the results achieved through UNFA-led projects specifically in the areas of SRH and youth
- Provide support to advocacy efforts and campaigns that apply innovative approaches, organize publicity events, and prepare briefing materials and press releases;
- Under the guidance of the communication specialist, provide support to IPs and UNFPA staff on corporate communication guidelines and regulations. Support implementing partners in ensuring UNFPA and donors’ visibility.
- Ensure visibility of the UNFPA contribution within any joint interventions.
- Support in responding to request for information and arrange interviews, as delegated;

Provide coordination support to the development of UNFPA CO advocacy materials

- Prepare press releases, articles, key messages, and other advocacy materials as prioritized by UNFPA management team;
- Support translation, adaptation, or rewriting of information received for the local context;
- Support preparation of communication materials for final approval by the regional publication board;

Provide substantive support in the management of the CO social media presence and website

- Update the website, ensure consistency in branding on regular basis;
- Track and monitor social media and report relevant information to CO staff;
• Create easy-read communications materials through online tools, and other related tasks as requested by the office;
• Support preparation of a monthly e-newsletter and other online materials, as necessary.

**Key Performance Indicators**

• Timely inputs to communication and advocacy materials;
• Timely organization of discussions, conferences, briefings and other events;
• Timely provision of relevant background information;
• Accurately edited and well written contents;
• Timely delivery of high-quality communication and advocacy materials;
• Support in keeping webpages and social media channels are regularly and timely maintained, updated and relevant.

3. **Qualifications and Experience:**

**Education**

University degree in Journalism, Communications, Digital Marketing or other closely related field is required.

**Experience**

• 3-5 years of experience in communications, digital marketing or related relevant field at the national level.
• Excellent understanding of social media and online communication and media;
• Experience required in editing and copywriting skills, including articles, reports, social media content, press releases preferred;
• Experience in the usage of computers and office software packages (MS Word, Excel, etc.);
• Experience in video and photo editing and design software is an asset (Adobe package).

**Language Requirements**

Fluency in English and Arabic is required. Good knowledge of Kurdish is an asset.

4. **Required Competencies:**

**Core Values / Guiding Principles:**

• Demonstrate and safeguard ethics and integrity;
• Demonstrate corporate knowledge and sound judgment;
• Promotes the vision, mission, and strategic goals of UNFPA;
• Demonstrate ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds;
• Accepts responsibility and accountability for the quality of the outcome of his/her decisions;
• Treats all people fairly without favouritism.

**Functional Competencies**

**Knowledge Management and Learning**

• Take charge of self-development and take initiative;
• Encourage learning and sharing of knowledge;
• Focuses on tasks/activities which have a strategic impact on programme and capacity development activities;
• Promotes a supportive environment to enhance partnerships, leverages resources and build support for UNFPA initiatives;
• Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

**Job knowledge/Technical expertise/In-depth knowledge of the subject-matter**

• Outstanding oral and written communication and editing skills, with proven ability to meet tight deadlines;
• Good knowledge of the government institutions and news agencies in Iraq and abroad;
• Digital communications skills such as website management (including knowledge of HTML and CMS), basic design and layout skills, and managing social media accounts.
• Understands more advanced aspects of promoting gender equality, reproductive rights and peace and leadership for youth;
• Proven networking skills, and ability to generate interest in UNFPA mandate;
• Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally.

**Development and Operational Effectiveness**

• Proven ability to problem-solving and think creatively to develop and implement smart business solutions in a challenging socio-economic environment;
• Ability to establish and maintain contacts with media at national and local levels.
• Excellent interpersonal skills are essential part of the job;
• Ability to facilitate and encourage open communication and strive for effective communication both orally and in writing; Communicates sensitively, effectively and creatively across different constituencies;
• Proven performance in organizing and coordinating major initiatives, events or challenging inter-organizational activities;
• Demonstrate informed and transparent decision-making.

**Leadership and self-management**

• Focuses on impact and results for the client and responds positively to feedback;
• Consistently approaches work with energy and a positive, constructive attitude;
• Ability to establish priorities for self and others, achieve results and meet strict deadlines in an effective manner, maintaining a high-quality standard throughout;
• Demonstrates openness to change and ability to manage complexities;
- Interacts effectively with all levels of the organization.

5. **How to Apply:**

Interested Applicants of Iraqi nationality only should complete their Personal History (P.11) form, which can be downloaded from:


Kindly forward your completed P11 to the email address [vacancy.iraq@unfpa.org](mailto:vacancy.iraq@unfpa.org) indicating the Post Title in the e-mail's subject, before the deadline of **19 September 2020**.

Those who had previously applied to the position, don’t need to apply again.