**Programme Associate - Communication**

**Job title: Programme Associate - Communication**

**Level: GS-7**

**Position Number: TBD**

**Location: Bishkek, Kyrgyzstan  
Full/Part time: Full-Time**

**Fixed term/Temporary: Fixed Term**

**Rotational/Non Rotational: Non-Rotational**

**Duration: One year (renewable)**

**The Position:**

The Programme Associate on Communications position is located in the Kyrgyzstan country office. Under the overall guidance of the Country Director and direct supervision of the Head of Office, the Programme Associate on Communications provides significant input into planning and implementing the country office’s advocacy/communication efforts.

**How you can make a difference:**

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 new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

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.

**Job Purpose:**

The Programme Associate substantively contributes to the development and implementation of the Country Office advocacy and communication strategy.

The Programme Associate applies established systems and procedures and assists in the creation of substantive knowledge by compiling, synthesizing and analyzing information relevant to population dynamics, reproductive health, youth and gender issues in the context of country office’s advocacy/communication efforts. S/he is instrumental in facilitating programme implementation using and developing appropriate mechanisms and systems and ensuring compliance with established procedures.

**You would be responsible for:**

* Provides input in the development and supports the implementation of the country office’s advocacy and communications strategy, by compiling and analyzing information, receiving inputs from CO’s staff and partners, and drafts the document.
* Maintains relationships with key national partners to strengthen the overall effectiveness of UNFPA public information activities;
* Supports development and execution of UNFPA communication campaigns by liaising with mass media, drafting speeches for the Country Director, Head of Office and other staff as relevant, preparing press releases, articles and human interest stories for local press and HQ/RO, coordinating production of TV and radio programmes and disseminating information about UNFPA to the requesting parties;
* Monitors implementation of country office’s advocacy and communications activities, establishing and implementing mechanisms to systematically assess the achievement of results, conducting field visits, participating in review meetings and evaluation missions and preparing regular inputs to status and progress reports. Analyzes basic factors affecting the achievement of results, recommends corrective actions and follows up on recommendations;
* In coordination with national counterparts and country office, guides routine implementation of the country office’s advocacy and communications strategy, coordinating delivery of the strategy inputs, ensuring participation of national counterparts;
* Coordinates development and production of general promotional tools and items as well as information, education and communication materials for the specific country programme components;
* Provides logistical support to projects by coordinating review meetings and other project related workshops and events. Trains and guides project personnel and staff on national execution and programme policies and procedures. Plans and supports all substantive and logistical preparations, including necessary financial arrangements in connection with relevant UN or other International Days, UNFPA events and national, regional and global campaigns; and assists with organizing the visits of journalists and UNFPA Goodwill Ambassadors;
* Manages selected project budgets, including budget analysis, monitoring, and assists in WP revisions and reporting. Supports the CO in operationalization of RBM tools and monitors their utilization by IPs.
* Maintains/updates the country office’s online communication channels, including the country office’s website as well as social media platforms; Monitors press coverage of UNFPA work and ICPD issues and contributes press clippings to the weekly regional media monitoring report;
* Acts as a resource person on communication/advocacy, including UNFPA publications and knowledge sharing and related tasks in relation to both HQ/RO and UN sister agencies, represents UNFPA in the country UN Communication Group;
* 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 CO, and drafting relevant materials for dissemination. In close cooperation with the Head of Office and Programme colleagues, conducts regular environmental scanning and prepares weekly briefs for the Country Director and the staff on the political and socio-economic developments in the country relevant to UNFPA country programme;
* Liaises with regional Advocacy/Communication Adviser and relevant UNFPA headquarters’ units on regional and global advocacy/communication initiatives and relevant information requests;
* Ensures application of the regional publication policy and submission of publication requests to the regional publications committee.

**Qualifications and Experience:**

**Education:**

Completed Secondary Level Education required. First level university degree preferably in communication desirable.

**Knowledge and Experience:**

* Seven years of relevant experience in communication with clear understanding of advocacy and communication concepts.
* Proficiency in current office software applications and corporate IT systems.

**Languages:**

Fluency in English and Russian languages. Knowledge of Kyrgyz is an asset.

**Required Competencies:**

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| **Values:**   * Exemplifying integrity, * Demonstrating commitment to UNFPA and the UN system, * Embracing cultural diversity, * Embracing change | **Functional Competencies:**   * Advocacy/ Advancing a policy-oriented agenda * Leveraging the resources of national governments and partners/ building strategic alliances and partnerships * Delivering results-based programmes * Internal and external communication and advocacy for results mobilisation |
| **Core Competencies:**   * Achieving results, * Being accountable, * Developing and applying professional expertise/business acumen, * Thinking analytically and strategically, * Working in teams/managing ourselves and our relationships, * Communicating for impact | |

**Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive net salary health insurance and other benefits as applicable.

**Disclaimer:**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline http://www.unfpa.org/help/hotline.cfm

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.