****

**Terms of Reference**

**Post Title:** Communication Assistant

**Post Level: Individual Contract Consultancy**

**Duration of the service:** 11 months

**Start date:** As soon as possible

**Duty Station:** Kyiv/Remote

**Full/part time:** Full time

**The position:**

Under the supervision of Communication and Advocacy Analyst and in close coordination with Programme Management Specialist and SRH Programme Anayst, the Communication Assistant contributes to the design, coordination and implementation of communication and advocacy interventions of the UNFPA Humanitarian Response. Communication Assistant will help enhance and scale up humanitarian communications of UNFPA with focus on SRH (sexual and reproductive health) interventions.

**Job Purpose:**

The UNFPA Humanitarian Response plan presently covers 24 regions of Ukraine, including most affected by the war areas.

Communication Assistant supports the implementation of communication interventions that contribute to the achievement of outcome as per Humanitarian Response Plan with the strategic aim of delivering information for women and girls about SRH and GBV issues as well as make UNFPA activities visible for internal and external partners.

Communication Assistant works in a client, quality and results-oriented manner in close collaboration with UNFPA communications specialists, GBV and SRH programmes Team members, all units of the UNFPA Country Office (CO), UNFPA implementing partners, as well as personnel of other UN agencies to exchange information and ensure smooth implementation of communications activities in line with the approved work plans, indicators and milestones (Programme Results Framework).

Communication Assistant is one of the core programme team members and plays an important role in ensuring smooth implementation of humanitarian communication activities on raising awareness on SRH and GBV. S/he ensures that all activities are carried out in accordance with UNFPA rules and procedures as well as donors’ requirements.

**Major Duties and Responsibilities:**

* Support of UNFPA team in realisation of Humanitarian response plan and crisis response agenda in Ukraine.
* Provide support in proper and effective development of human interest stories, including photo/video and in written formats.
* Support social media accounts of UNFPA Ukraine with information about UNFPA humanitarian work in Ukraine with strong focus on SRH activities.
* Draft Terms of Reference for service requests on logistical support, video production and printing; monitor the work of contracted providers, provide timely feedback and consolidate comments on the deliverables.
* Arrange for translation and design services to accommodate humanitarian communication needs, including in publication of news/updates, delivery of events, development of information materials etc.
* Provide support in content development in humanitarian settings including photographs and/or videos etc.
* Ensure proper filing of all communication products on the office shared drive.
* Facilitate printing requests for humanitarian.
* Ensure that UNFPA corporate identity, visibility and communication rules and regulations as well as donor visibility requirements are applied in all public materials produced by the UNFPA Country Office, including the UNFPA website and social networking pages/profiles;
* Provide support in preparation of the reports under ECHO project and other SRH activities within UNFPA Humanitarian Response.
* Carry out any other communications-related duties, as may be required by the management.

**Qualifications and Experience**

**Experience**:

* Minimum 2 year of professional experience in media, public relations and communications, or project support;
* Experience in managing social media accounts and websites;
* Experience in working with media, organising/supporting media events, press conferences and arranging interviews is desired;
* Proven ability to effectively present information tailored (both in content and format) to diverse audiences;
* Excellent interpersonal skills, sensitivity and diplomacy in oral and written communication;
* Diligence, attention to detail and excellent ability to multitask and prioritise workload;
* Agility and strong ability to work under tight deadlines;
* Good analytical skills, flexibility and willingness to learn;
* Skills in photography and image editing is an asset.

**Education**:

Bachelor degree in communications, public relations, journalism, social sciences, gender studies, linguistics, project management or other related field.

**Languages**:

Fluency in Ukrainian, English and Russian.

|  |  |
| --- | --- |
| **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
 | **Managerial Competencies:*** Providing strategic focus
* Engaging in internal/external partners and stakeholders
* Leading, developing and empowering people, creating a culture of performance
* Making decisions and exercising judgment
 |