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**Terms of Reference**

**Post Title:** Communication Assistant

**Post Level: Service Contract**, SB3/Min

**Position Number: 00177956**

**Duration of the service:** one year with possible extension

**Duty Station:** Kyiv

Full/part time: Full time

**The position:**

Under the supervision of Communication and Advocacy Associate and in close coordination with GBV Programme Manager, the Communication Assistant contributes to the design, coordination and implementation of communication and advocacy interventions of the UNFPA GBV Response and Prevention Programme. Communication Assistant will help enhance and scale up the national “Break the Circle” information and awareness-raising campaign.

**How you can make a difference:**

UNFPA, the United Nations Population Fund, 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. The Fund operates globally since 1969 in more than 150 countries and territories. UNFPA focuses on women and young people, because these are the groups whose rights are often compromised. UNFPA has been active in Ukraine since 1997.

In accordance with the organisational mandate and national development priorities of Ukraine, UNFPA implements a country programme of technical assistance to Ukraine for 2018-2022. Among several priorities, the country programme seeks to contribute to the development of robust national system of response and prevention of domestic and gender-based violence (GBV), establish functional intersectoral coordination and accountability mechanisms and enhance institutional capacities at the national and regional levels to ensure that majority of gender-based violence survivors seek and have access to good quality survivor-centred services, and Ukrainian society finds GBV unacceptable.

Through its GBV Response and Prevention Programme, UNFPA contributes to improving safety and security of women and girls, and thus, their willingness to participate in community life, including in conflict-affected communities. Women’s engagement and empowerment in community dialogue, including in displacement, is essential for laying a strong foundation for recovery and sustainable peace and development.

UNFPA is seeking highly-motivated candidates that share our passion of making a sound contribution to creating a Ukrainian society free from domestic and gender-based violence. We need strong professionals who are attentive to details, proactive, committed to excellence and keen to deliver high impact and sustained results.

**Job Purpose:**

The UNFPA GBV Response and Prevention Programme presently covers 21 regions of Ukraine, including most affected by the armed conflict (Donetsk and Luhansk GCA), and focuses on the delivery of the following outcomes:

1. Increased perception of the unacceptability of gender-based violence in Ukrainian society.
2. Improved equitable access of GBV survivors to survivor-centred services.
3. Establishment of mechanisms of accountability to beneficiaries at the national and local levels.

Communication Assistant supports the implementation of communication and advocacy interventions that contribute to the achievement of Outcome 1 with the strategic aim of fostering zero tolerance to GBV in Ukrainian society.

Communication Assistant works in a client, quality and results-oriented manner in close collaboration with UNFPA communications specialists, GBV Programme 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 programme communication and advocacy activities on raising awareness on GBV and transforming social norms that condone GBV. S/he ensures that all activities are carried out in accordance with UNFPA rules and procedures as well as donors’ requirements. S/he will be responsible for contributing to the achievements of programme’s objectives and quality management throughout the programme life cycle.

**Major Duties and Responsibilities:**

* Support GBV Programme in implementation of communication and awareness-raising activities in accordance with annual work plans and project documents agreed by donors.
* Support social media accounts of UNFPA Ukraine GBV Programme information campaign “Break the Circle (Facebook) and educational project “(No) trivia in relations” (Instagram) in the period of absence of contracted service provider.
* Ensure regular updates of the “Break the Circle” website, prepare monthly reports, assist in enhancing the structure and content of the resource.
* Prepare and publish highlights of GBV Programme events/news/achievements on UNFPA Ukraine resources: website, Facebook account, Twitter, YouTube (if applicable).
* Manage the development of monthly GBV Newsletter: coordinate the process of stories collection, edit the text, prepare Ukrainian translation and develop the edition layout (in cooperation with designers).
* 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 GBV Programme communication needs, including in publication of news/updates, delivery of Programme events, development of information materials etc.
* Proceed payment requests for the received goods and services upon the approval of the Communication and Advocacy Associate.
* During the communication and programme events, ensure photographs and/or videos are being taken, properly filed and used for communications and reporting purposes.
* Ensure proper filing of all communication products on the office shared drive.
* Facilitate Programme printing requests – collect and unify requests from target cities and partners, liaise with selected service provider from sending the layouts to accepting the report of the work done, including coordinating the process of printing and dissemination, editing of layouts (if needed).
* Support CO in producing responses to public requests for information on activities related to GBV Programme;
* 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;
* Regularly and consistently monitor media publications in the thematic areas related to GBV programme, provide timely advice to the GBV programme team and UNFPA Communication and Advocacy Analyst, flagging out the issues of concern and suggesting ideas of media projects;
* Monitor international and Ukrainian communication initiatives, campaigns and projects aimed at eliminating GBV and DV, prepare brief description of findings.
* Carry out any other communications-related duties, as may be required by the management.

**Qualifications and Experience**

**Experience**:

* Minimum 3 years of professional experience in media, public relations and communications;
* Strong experience in managing social media accounts and websites;
* Sound experience of working with media, organising/supporting media events, press conferences and arranging interviews;
* 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 or other related field.

**Languages**:

Fluency in Ukrainian, English and Russian.

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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
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| **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
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