

**Terms of Reference**

**Programme Title:** GBV Response and Prevention Programme

**Post Title:** Communication Assistant

**Post Level: Service Contract,** SB3/1

**Position number:**

**Duration of the service:** one yearwith possible extension

**Duty Station:** Kyiv

Full/part time: Full time

**The position:**

Under the supervision of Communication 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 supports development and implementation of innovative communication and awareness-raising interventions to maximise impact of the GBV Programme work, making a sound contribution to strengthening security and protection of Ukrainian women and girls from gender-based violence.

**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.

Since the start of the large-scale military invasion of Russia to Ukraine in February 2022, UNFPA implements a comprehensive nationwide Humanitarian Response Plan to provide life-saving GBV and SRH services to women and girls across Ukraine.

Through its GBV Response and Prevention Programme, UNFPA contributes to improving protection and security of women and girls, and thus, their willingness to participate in community life, including in war-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 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 interventions cover all regions of Ukraine 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 and people at risk 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 the Outcome 1 with the strategic aim of fostering zero tolerance to GBV in Ukrainian society including provision of communication support to UNFPA response to GBV and CRSV in humanitarian settings and post-war early recovery settings.

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

Communication Assistant plays an important role in ensuring smooth implementation of communication and awareness-raising interventions to transform social norms that tolerate GBV and ensure side awareness about GBV services. S/he ensures that all activities are carried out in line with UNFPA rules and procedures as well as donors’ requirements. S/he will be responsible for contributing to the achievements of the programme's objectives and quality management throughout the programme life cycle.

**Major Duties and Responsibilities:**

* Support the GBV Programme in implementation of communication, advocacy and awareness-raising activities as per annual work plans and project documents agreed by donors;
* Contribute to the development of innovative communication interventions tailored to maximise impact of GBV Programme activities, ensuring reach of targeted beneficiaries and achievement of set objectives;
* In close coordination with designers, contribute to the development of visual identities and styles of GBV Programme projects and products;
* Lead social media accounts of projects and campaigns of GBV Programme;
* Ensure regular updates of the GBV Programme web-resources, prepare monthly reports, assist in enhancing the structure and content of the information resources;
* Prepare and publish highlights of GBV Programme events/news/achievements on UNFPA Ukraine resources: website, Facebook, Twitter, YouTube (if applicable);
* Manage the development of monthly GBV Programme Newsletter, GBV Knowledge Studio Digest and project briefs – 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 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 providers 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 media 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 corrective actions to address them;
* Monitor international and Ukrainian communication initiatives, campaigns and projects aimed at eliminating GBV, prepare brief description of findings;
* Perform other tasks as requested by Communication Associate, GBV Programme Manager and UNFPA senior management.

**Qualifications and Experience:**

* Minimum 3 years of professional experience in communications, advocacy and/or public relations;
* 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;
* Good knowledge of visual design and layout development for information materials is desirable;
* Literate language and an advanced level of grammar in Ukrainian are required.

**Education:**

Bachelor Degree in Communications, Journalism, Public Relations, International Relations, Social Sciences, Gender Studies, Linguistics or related areas.

**Languages:**

Fluency in English and Ukrainian.

**Required Competencies:**

| **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 judgement
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Incumbent’s Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Immediate Supervisor’s Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Head’s of Office Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_