



JOB DESCRIPTION

Official Job Title:	Communications Analyst	
Duty Station:	UNFPA Moldova CO	
Grade (Classified)	NO-A	
Post Number:	00126417	
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Classification Authority:	DHR Director	Date: May 2015

1. Organizational Location

The Communications Analyst is located in Country Office Moldova (CO) and reports to the UNFPA Representative.

2. Job Purpose

The Communications Analyst will advise on and assist in developing and implementing the Country Office's Communications and Advocacy strategy/plan, including by analyzing relevant political, social and economic developments.

3. Major Activities/Expected Results

Communication:

- Monitors and analyses the political, social and economic environment relevant to UNFPA's work, as well as the public perception of UNFPA in the media and general public; identifies opportunities for strategic communications interventions and recommends appropriate action to seize opportunities for increasing visibility for UNFPA, its work and ICPD issues, and to maintain a positive image for the organization
- Guides internal and external communications aimed at informing and engaging staff and publics around the corporate strategic goals and transformative results and the high-level goals of the country programme;
- Coordinates the development, in collaboration with the programme teams, of the CO's communication and advocacy strategy and action plan;
- Ensures developing and maintaining close collaboration with traditional and social media, as well as with civil society groups and organizations essential to achieving UNFPA's advocacy and communication objectives;
- Assists in drafting and editing articles, press releases, human interest stories, social media content and other advocacy/information materials;
- Coordinates the establishment and content maintenance of the UNFPA website for Moldova;

- Coordinates the creation and content maintenance of UNFPA Moldova social media accounts;
- Coordinates with concerned programme teams to prepare background communication and promotional materials for briefings and visits of journalists, donors, senior government officials and other groups;
- Helps organize and generate public support for special events, including World Population Day and the launch of the State of World Population Report, to promote country programme goals;
- Contributes press clippings to the weekly regional media monitoring report;
- Follows up on the production of advocacy and communication materials (e.g., films, infographics, podcasts, video, audio-visual, etc.) for national, regional and global campaigns, and oversees the qualitative aspects of production (e.g. quality control, translation, review of layouts and graphic design) to ensure highest standards and compliance with UNFPA style and policies;
- Assists in monitoring and evaluating the appropriate and timely dissemination of advocacy and communication materials to target audiences, and participates in the evaluation of their impact. Provides feedback to Regional Office and Headquarters on the use and appropriateness of global publications and visual materials;
- Assists, when necessary, UNFPA implementing partners with communication and advocacy messages related to UNFPA mandate, including capacity building in communication.
- Establishes/maintains an up-to-date documentation centre for publications, press releases and clippings, as well as photographic and audio-visual materials;
- Participates in the UN Communications Group functioning under the auspices of the UNCT in Moldova and contributes to planning and implementation of the joint UN Communication Strategy for Moldova.

Donor Relations:

- Advises the Representative, the Assistant Representative and the programme teams in developing partnerships with donor communities and other development partners in support of resource mobilization, including organizing donor meetings where needed;
- Facilitates the programme teams to report on results.

4. Work Relations

The Communications Analyst maintains collaborative relationships with all programme and project staff at the CO. Internal contacts include the Representative, Assistant Representative, Programme Analysts, and the CO's programme/ technical team. External contacts include other UN agencies in country and counterparts in Country programme activities, governmental institutions and implementing partners.

5. Job Requirements

Education:

- Advanced degree in communications, journalism, public relations or related field.

Knowledge and Experience:

- Prior experience in the field of communication and advocacy on social issues would be desirable.

Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN System
- Embracing cultural diversity

- Embracing change

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

Functional Skill Set:

- 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 mobilization

Languages:

- Fluency in English and Romanian is required. Working knowledge of one or more additional languages such as Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

6. Signatures/Certification:

Incumbent's Name & Signature (If Applicable)	_____ <Enter Incumbent's Name Here>
	_____ <Date>
Immediate Supervisor's Name & Signature	_____ Rita Columbia, UNFPA Representative
	_____ <Date>
Division Director's Name & Signature	_____ _____
	_____ <Date>