

<b>I. Position Information</b>	
<b>Job Title: Communications Associate</b>	<b>Current Grade: SB3/Q3</b>
<b>Department: Moldova CO</b>	
<b>Reports to (Title/Level): Communications Officer</b>	
<b>II. Organizational Context</b>	
<p>UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.</p> <p>UN Women’s presence in the Republic of Moldova has evolved from being a project-based office in 2007 to a Country Office with full delegated authority as of 2015. In 2018 UN Women Moldova Country Office started to implement its newly approved Strategic Note (SN) for 2018-2022, which is aligned with the Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022 and the Global Strategic Plan of UN Women. Under its current SN, UN Women cooperates closely with the government, civil society, academia, private sector and the media to advance social, economic and political rights and opportunities for women and girls, placing special focus on those from marginalized, excluded and under-represented groups. These include rural women, Romani women, women with disabilities, women living with or affected by HIV, women survivors of violence, women migrants, elderly women and others. UN Women’s operation in Moldova focuses on bringing about concrete change in the lives of women and the society towards the long-term impact of achievement of gender equality and the empowerment of women and girls in the country. Specifically, the SN 2018-2022 advances progress under the following three Impact Areas (IA): IA1: More women fully participate and lead in gender responsive governance processes and institutions, including in the security sector, IA2: Women have income security, decent work and economic autonomy, IA3: Public authorities, institutions and communities prevent violence against women and girls and deliver quality essential services. Towards these Impact Areas, UN Women works with variety of national and international partners to challenge gender-based stereotypes and towards the creation of an environment, whereby women act as key agents of change towards greater equality and development, in partnership with men and boys.</p> <p>Reporting to the Communications Officer, the Communications Associate supports the formulation and implementation of the communications and advocacy strategies to increase the standing and awareness of UN Women with partners, the media and the public. The Communications Associate promotes a client-oriented approach in UN Women. The Communications Associate collaborates closely with other Country Office colleagues, as well as the Headquarters and Regional Office counterparts, to ensure communications strategies, media relations and organizational outreach efforts are aligned with corporate communications policies and initiatives and follow innovative approaches and good practices. The Communications Associate provides substantive support in the management of the UN Women website and social media channels. The Communication Associate applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach consistent with UN Women rules and regulations.</p>	
<b>III. Functions</b>	
<p><b>1. Provide coordination support in the development of a coherent CO communications and advocacy strategy</b></p> <ul style="list-style-type: none"> <li>• Provide substantive inputs to the development of the CO communication strategy;</li> <li>• Provide support to advocacy efforts and campaigns by organizing roundtable discussions, press conferences, and other publicity events, and preparing briefing materials and press releases;</li> <li>• Provide guidance and support to programme and other CO staff on UN Women corporate communications guidelines and printing norms;</li> <li>• Support in-country UN Women/ UN system corporate and local campaigns and special events and contribute to UN Women’s active participation and visibility in UN Joint Communications Group and ensuing joint communications activities.</li> </ul>	

## **2. Provide coordination support to the development of CO advocacy materials**

- Identify storylines and achievements within the CO for online and printed publications;
- Prepare press releases, articles, key messages, and other advocacy materials;
- Oversee the translation, adaptation, or rewriting of information received for the local context;
- Manage the publication of materials for final approval; establish and maintain relationships with printers/publishers;
- Follow UN Women and UN corporate communication guidelines.

## **3. Provide substantive support in the management of the CO social media presence and website**

- Update the website, ensure consistency in branding;
- Track and monitor social media and report relevant information to CO staff;
- Research, compile and produce reports on web statistics on a regular basis and electronic surveys;
- Design and create social media content (infographics, videos, GIFs, social media cards etc.);
- Create easy-read communications materials through online tools, and other related tasks as requested by the office;
- Support to create monthly e-newsletters and other online materials, as necessary.

## **4. Provide communications and media support to the CO**

- Support communications component of UN Women responsible parties, in line with UN Women communications guidelines;
- Support relationships with press in country; maintain and update database of relevant press;
- Respond to request for information and arrange interviews, as delegated;
- Provide inputs to talking points, as necessary.

## **5. Ensure facilitation of knowledge building and management**

- Review of reference materials, identification of reference materials for retention;
- Maintain library/ database of reference materials and photos and digital assets, as necessary;
- Maintain files and systems relevant to the CO's digital presence, as necessary;
- Support the formulation of communication, advocacy and outreach initiatives that apply innovative principles, practices and approaches.

## **IV. Key Performance Indicators**

- Timely inputs to communication and advocacy materials;
- Timely organization of discussions, conferences, briefings and other events;
- Timely provision of relevant background information;
- Accurately edited and well written contents;
- Timely delivery of high-quality communication and advocacy materials;
- Webpages and social media channels are regularly and timely maintained, updated and relevant.

## **V. Competencies**

### **Core Values / Guiding Principles:**

- Demonstrate and safeguard ethics and integrity;
- Demonstrate corporate knowledge and sound judgment;
- Promotes the vision, mission, and strategic goals of UN Women;
- Demonstrate ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds;
- Accepts responsibility and accountability for the quality of the outcome of his/her decisions;
- Treats all people fairly without favouritism.

### **Functional Competencies:**

#### ***Knowledge Management and Learning***

- Take charge of self-development and take initiative;
- Encourage learning and sharing of knowledge;
- Focuses on tasks/activities which have a strategic impact on programme and capacity development activities;
- Promotes a supportive environment to enhance partnerships, leverages resources and build support for UN Women initiatives;

- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

***Job knowledge/Technical expertise/In-depth knowledge of the subject-matter***

- Good knowledge of the government institutions and PR agencies, news agencies in Moldova and abroad;
- Outstanding oral and written communications and editing skills, with proven ability to meet tight deadlines;
- Digital communications skills such as website management (including knowledge of HTML and CMS), basic design and layout skills, and managing social media accounts.
- Understands more advanced aspects of promoting gender equality and women’s empowerment;
- Proven networking skills, and ability to generate interest in UN Women’s mandate;
- Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally;

***Development and Operational Effectiveness***

- Proven ability to problem-solving and think creatively to develop and implement smart business solutions in a challenging socio-economic environment;
- Ability to establish and maintain contacts with media at national and local levels, with senior-level officials of the host government required. Excellent interpersonal skills are essential part of the job;
- Ability to facilitate and encourage open communication and strive for effective communication both orally and in writing; Communicates sensitively, effectively and creatively across different constituencies;
- Proven performance in organizing and coordinating major initiatives, events or challenging inter-organizational activities;
- Demonstrate informed and transparent decision making;

***Leadership and self-management***

- Focuses on impact and results for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Ability to establish priorities for self and others, achieve results and meet strict deadlines in an effective manner, maintaining a high-quality standard throughout;
- Demonstrates openness to change and ability to manage complexities;
- Interacts effectively with all levels of the organization, including senior management;

**VI. Recruitment Qualifications**

Education:	<ul style="list-style-type: none"> <li>• University degree in Journalism, Communications, Digital Marketing or other closely related field is required.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• A minimum of 5 years of experience in communications, digital marketing or related relevant field at the national level. Experience in online outreach and multimedia is an asset;</li> <li>• Excellent understanding of social media and online communication and media tools;</li> <li>• Experience required in editing and copywriting skills, including articles, reports, social media content, press releases preferred;</li> <li>• Experience in the usage of computers and office software packages (MS Word, Excel, etc.);</li> <li>• Experience in video and photo editing and design software is an asset.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Fluency in English and Romanian is required. Good knowledge of Russian is an asset;</li> <li>• Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.</li> </ul>

**The United Nations in Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply**

**Application Process**

This is a local position, therefore only citizens of the Republic of Moldova or other non-citizens legally entitled to work in the Republic of Moldova are eligible to apply. Applications should be submitted on line and include a

fully completed [UN Women Personal History Form \(P11\)](#) as attachment instead of CV/resume, **with the mark “Communications Associate/UN Women” by 09 September 2019, COB.**

Failure to disclose prior employment or making false representations on this form will be grounds for withdrawal of further consideration of his/her application or termination, where the appointment or contract has been issued.

**Note:**

The system will only allow one attachment, hence all supporting document e.g. P11, CV and Cover letter must be scanned as one attachment. Applications without the completed UN Women P-11 form will be treated as incomplete and will not be considered for further assessment. Only qualified, shortlisted candidates will be contacted for test and interview.