



JOB DESCRIPTION



This project is funded
by the European Union

I. Position Information

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| Job Title: | Communications Officer |
| Position Level: | Service Band 4, quartile 1 (SB4/Q1) |
| Programme Title: | Strengthened Gender Action in Cahul and Ungheni districts |
| Reports to: | Programme Manager |

II. Background

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.

The work of UN Women in Moldova is guided by its new [Country Strategic Note for 2018-2022](#), aligned with the [Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022](#), the [Global Strategic Plan of UN Women for 2018-2021](#), the [National Strategy on Gender Equality for 2017-2021 \(NSGE\)](#), the [National Strategy for Preventing and Combating Violence against Women and Domestic Violence for the Period 2018-2023](#), and aims to contribute to the gender-responsive implementation of the 2030 Agenda for Sustainable Development. The Strategic Note focuses on three main areas: 1/strengthening women’s participation in politics and decision making, 2/economic empowerment of women and 3/ending violence against women and girls. To achieve progress under these areas, UN Women works with a variety of national and international partners and as part of different national and regional initiatives.

Starting in January 2020 UN Women will implement in Moldova a EU-funded Programme *Strengthened Gender Action in Cahul and Ungheni districts in Moldova* with the short title: “EVA”.

The programme will contribute to the consolidation and fortification of gender mainstreaming at the local level, in line with the provisions of the National Strategy to Ensure Equality between women and men in the Republic of Moldova for the years 2017-2021. The proposed intervention will tackle domestic violence against women and children, particularly on improving the capacity and assessment tools of multi-disciplinary specialist response and services, including sexual forms of violence in domestic violence, as this area has not yet been covered by any action or donor.

The programme is aimed at achieving the following results: *Gender equality is promoted and mainstreamed in local policymaking and decision taking and Victims of domestic, including sexual, violence have greater access to effective survivor-focused multi-disciplinary services and violence prevention is piloted in local schools and communities.*

III. Organizational Context

Under the overall guidance and supervision of the Programme Manager, the Communications Officer is responsible to ensure the timely and quality planning and implementation of the programme’s communications strategy and will support advocacy efforts, maintenance of media relations, and organizational outreach efforts, in order to increase

the standing and awareness of UN Women with partners, the media and the public. The Communications Officer collaborates closely with other programme colleagues, as well with CO Communications Team to ensure communications strategies, media relations and organizational outreach efforts are aligned with corporate communications policies and initiatives, and follow good practices. The Communication Officer applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach consistent with UN Women rules and regulations.

IV. Functions

1. Plan and design communications and outreach/advocacy strategies and plans

- Prepare and conduct communications needs assessments for the programme and corporate change initiatives;
- Analyze requirements and synthesize proposals for elaboration of communications strategies; ensuring gender perspective;
- Integrate communications, advocacy and outreach strategies into proposals for project/programmes and other initiatives;
- Monitor and analyze print and social media and draft reports;
- Coordinate in-country UN Women/ UN system corporate and local campaigns and special events, and ensure UN Women's active participation and visibility in UN Joint Communications Group and ensuing joint communications activities.

2. Coordinate and implement the development and dissemination of advocacy materials in the country

- Develop and produce communications materials, including brochures, publications, briefing materials, press releases, and articles, and manage their dissemination;
- Identify and propose information-sharing opportunities, activities, approaches and platforms and partners;
- Promote and disseminate corporate advocacy materials for launching flagship initiatives, publications, and campaigns;
- Manage the translation/adaptation/rewriting of global or regional communications materials, coordinate printing and dissemination of publications and audio-visual materials;
- Follow guidelines from HQ and RO.

3. Coordinate media relations for the Programme

- Manage relationships with the media in the country; maintain and update a media database;
- Respond to media inquiries and information requests; prepare related correspondence;
- Organize roundtable discussions, press conferences, and briefing sessions for the media, as required;
- Elaboration of the draft talking points.

4. Build and maintain partnerships and maintain relations with donors

- Identify and develop new communications partnerships and alliances to enhance visibility, especially on local levels;
- Liaise with advocacy partners and undertake outreach to civil society organizations, governments, and other groups to ensure that newsworthy information reaches the public and donors;
- Provide inputs to donor reports and information packages for donor review.

5. Facilitate knowledge building and sharing

- Identify and synthesize best practices and lessons learned directly linked to programme country goals and activities;
- Provide training and workshops on communication and advocacy, as appropriate.

V. Key Performance Indicators

- Quality communications strategy and timely implementation which leads to greater exposure and understanding of UN Women's work;
- Timely monitoring of current events and trends;

- Quality and relevant advocacy materials and content;
- Timely updating of website and social media;
- Timely dissemination of materials as shown by knowledge of UN Women’s activities in country;
- Regular interactions with mass media, as shown by coverage.

VI. Competencies

Core Values:

- Respect for Diversity;
- Integrity;
- Professionalism.

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues;
- Accountability;
- Creative Problem Solving;
- Effective Communication;
- Inclusive Collaboration;
- Stakeholder Engagement;
- Leading by Example.

Please visit this link for more information on UN Women’s Core Values and Competencies:

<https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-values-and-competencies-framework-en.pdf?la=en&vs=637>

Functional Competencies

- Ability to establish, build and sustain effective relationships with clients;
- Ability to create, edit and present information in clear and presentable formats, using appropriate IT functionality;
- Excellent event planning skills;
- Excellent knowledge of social media and communications strategy and methods;
- Ability to identify relevant events and stories and communicate them to a mass audience;
- Strong multimedia skills;
- Knowledge of gender equality and women’s empowerment.

VII. Recruitment Qualifications

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| Education: | <ul style="list-style-type: none"> • Master’s degree or equivalent in corporate communications, public relations, media communications, social sciences, international relations, journalism and/or other relevant; • Additional training and certification in communication and related areas is a strong advantage. |
| Experience: | <ul style="list-style-type: none"> • A minimum of 3 years’ experience in communications at the national or international level, including experience in media relations; • Experience in the use of social media, multi-media and digital platforms; • Experience working in a large development agency is an asset; • Previous experience with gender issues, with UN Women and UN system is an asset. |
| Language Requirements: | <ul style="list-style-type: none"> • Fluency in oral and written Romanian and English. Good knowledge of Russian is an asset. • Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset. |

Submission Instructions:

All applications must include (as an attachment) the completed UN Women Personal History form (P-11) which can be downloaded from the link below:

<https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-p11-personal-history-form.doc?la=en&vs=558>.

Kindly note that the system will only allow one attachment. Applications without the completed UN Women P-11 form will be treated as incomplete and will not be considered for further assessment.

| VIII. Signatures- Job Description Certification | | |
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| Incumbent (<i>if applicable</i>) Name | Signature | Date |
| Supervisor Name | Signature | Date |
| Chief Division/Section Name: | Signature | Date |