**UNDP Moldova roster of consultants in Communications**

**Sub-areas and required expertise**

**Note: The applicants are kindly requested to indicate with "X" all sub-areas for which they qualify.**

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| **Communications sub-areas**  |  **X** | **Requirements** | **Abilities**  | **Skills** |
| **Communications strategies and action plans** |  | * MA or PhD in journalism, communications, social, political sciences or related fields
* Min 5 years of related work experience
* Fluent in written and spoken Romanian. Good command of English and Russian.
* Experience with UN is an asset
 | * Develop communications strategies and plans;
* Develop communications toolkits;
* Draft reports, analyses, presentations and other kind of documents;
* Design and deliver communication training;
* Coach public relations divisions.
 | * Excellent analytical skills.
* Demonstrated capacity building skills, ability to share knowledge and lessons learnt
* Excellent drafting and reporting skills
* Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity
 |
| **Training for media** |  | * MA or PhD in journalism, communications, social, political sciences or related fields
* Min 5 years of related work experience
* Fluent in written and spoken Romanian. Good command of English and Russian.
* Experience with UN is an asset
 | * Design training modules and deliver them.
* Conduct training needs assessments and training evaluations.
 | * Excellent analytical skills.
* Demonstrated capacity building skills, ability to share knowledge and lessons learnt
* Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity
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| **Training in public relations** |  | * MA or PhD in journalism, communications, social, political sciences or related fields
* Min 5 years of related work experience
* Fluent in written and spoken Romanian. Good command of English and Russian.
* Experience with UN is an asset
 | * Design training modules and deliver them.
* Conduct training needs assessments and training evaluations.
 | * Excellent analytical skills.
* Demonstrated capacity building skills, ability to share knowledge and lessons learnt
* Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity
 |
| **Journalist** |  | * MA in journalism, communications, social, political sciences or related fields
* Min 5 years of related work experience
* Fluent in written and spoken Romanian. Good command of English and Russian.
* Experience with UN is an asset
 | * Write articles, success stories, blog posts, feature stories, reportages, interviews, op-eds.
* Identify multimedia material (photos, videos, graphics) to illustrate stories
* Use proper media channels and tools for distribution and multiplication, including social media
 | * Excellent analytical skills.
* Excellent writing skills
* Demonstrated capacity building skills, ability to share knowledge and lessons learnt
* Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity
 |
| **Communications/PR consultant** |  | * MA in journalism, communications, social, political sciences or related fields
* Min 5 years of related work experience
* Fluent in written and spoken Romanian. Good command of English and Russian.
* Experience with UN is an asset
 | * Develop press-releases an all type of communications materials.
* Manage social media accounts on Facebook, Twitter, Odnoklassniki.
* Organize & design events.
* Manage awareness campaigns.
* Manage contacts with media and partners.
* Develop communication plans.
* Maintain positive relations and communication with relevant stakeholders.
* Manage web pages.
 | * Excellent analytical skills.
* Excellent writing and reporting skills.
* Demonstrated capacity building skills, ability to share knowledge and lessons learnt
* Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity
 |
| **Layout of publications** |  | * Bachelor in journalism, communications, social, political sciences, arts, IT or related fields
* Min 5 years of related work experience
* Fluent in written and spoken Romanian. Good command of English and Russian.
* Experience with UN is an asset
 | * Develop layout for publications and respect the brand books of implementing agencies and donors.
 | * Excellent analytical skills.
* Demonstrated capacity building skills, ability to share knowledge and lessons learnt
* Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity
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| **Graphic design** |  | * Bachelor in journalism, communications, social, political sciences, arts, IT or related fields
* Min 5 years of related work experience
* Fluent in written and spoken Romanian. Good command of English and Russian.
* Experience with UN is an asset
 | * Develop graphic designs: infographs, web banners adapted to the content, message, target audience and channel.
* Respect brandbooks of implementing agencies and donors.
 | * Excellent design skills and knowledge of design software and formats.
* Excellent analytical skills.
* Demonstrated capacity building skills, ability to share knowledge and lessons learnt
* Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity
 |
| **Web design** |  | * Bachelor in arts, IT or related fields
* Min 5 years of related work experience
* Fluent in written and spoken Romanian. Good command of English and Russian.
* Experience with UN is an asset
 | * Design and code functional web pages.
* Make us of web standards, including accessibility standards.
 | * HTML, CSS and other relevant languages
* Excellent knowledge of web standards and tools.
* Excellent analytical skills.
* Demonstrated capacity building skills, willingness to share knowledge and lessons learnt with colleagues
* Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity
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| **Romanian language editor/proofreader** |  | * MA in journalism, communications, linguistics of related fields
* Min 5 years of related work experience
* Fluent in written and spoken Romanian.
* Experience with UN is an asset
 | * Edit publications and communications materials.
* Guarantee high quality level of language used in communication products.
 | * Excellent analytical skills.
* Demonstrated capacity building skills, ability to share knowledge and lessons learnt
* Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity
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| **Russian language editor/proofreader** |  | * MA in journalism, communications, linguistics of related fields
* Min 5 years of elated work experience
* Fluent in written and spoken Russian.
* Experience with UN is an asset
 | * Edit publications and communications materials.
* Guarantee high quality level of language used in communication products.
 | * Excellent analytical skills.
* Demonstrated capacity building skills, willingness to share knowledge and lessons learnt with colleagues
* Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity
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| **English language editor/proofreader** |  | * MA in journalism, communications, linguistics of related fields
* Min 5 years of related work experience
* Native speaker of English and/or minimum 10 years of working experience in international development
* Experience with UN is an asset
 | * Edit publications and communications materials.
* Guarantee high quality level of language used in communication products.
 | * Excellent analytical skills.
* Demonstrated capacity building skills, willingness to share knowledge and lessons learnt with colleagues
* Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity
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| **Moderator for roundtables/debates/special events** |  | * Bachelor in journalism, communications, linguistics, arts of related fields
* Min 5 years of related work experience
* Fluent in written and spoken Romanian. Good command of English and Russian.
* Experience with UN is an asset
 | * Moderate events, meetings and workshop with advanced facilitating techniques
* Moderate launch events, fairs, concerts, galas and other special events.
 | * Excellent analytical skills.
* Excellent public speaking skills
* Demonstrated capacity building skills, willingness to share knowledge and lessons learnt with colleagues
* Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity
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| **Photographer for events** |  | * Bachelor in journalism, communications, arts of related fields
* Min 5 years of related work experience
* Fluent in written and spoken Romanian. Good command of English and Russian.
* Experience with UN is an asset
 | * Take photos at events.
* Edit photos for web and print purposes.
* Comply to all relevant ethical and legal rules, including concerning copyright and data protection.
 | * Excellent analytical skills.
* Demonstrated capacity building skills, willingness to share knowledge and lessons learnt with colleagues
* Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity
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| **Photographer for UNDP portfolio**  |  | * Bachelor in journalism, communications, arts of related fields
* Min 5 years of related work experience
* Fluent in written and spoken Romanian. Good command of English and Russian.
* Experience with UN is an asset
 | * Take photos for UNDP portfolio on its key areas: inclusive development; environment and energy; democracy and human rights.
* Edit photos for web and print purposes.
* Comply to all relevant ethical and legal rules, including concerning copyright and data protection.
 | * Excellent analytical skills.
* Demonstrated capacity building skills, willingness to share knowledge and lessons learnt with colleagues
* Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity
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| **Video operator** |  | * Bachelor in journalism, communications, arts of related fields
* Min 5 years of related work experience
* Fluent in written and spoken Romanian. Good command of English and Russian.
* Experience with UN is an asset.
 | * Video documentation for events.
* Video streaming and rough editing for further dissemination (pre-production).
 | * Excellent analytical skills.
* Demonstrated capacity building skills, willingness to share knowledge and lessons learnt with colleagues
* Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnical environment with sensitivity and respect for diversity
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