



JOB DESCRIPTION

Job Title: Communication Programme Analyst

Grade (Classified) NO-B

Post Number: 00070484

Post Type: Fixed Term – One Year (Renewable)

Closing Date: 18th March 2016

Duty Station: Dar Es Salaam, Tanzania

1. Organizational Location

The Communication Programme Analyst is located in the Tanzania Country Office (CO) and reports to the Representative.

2. Job Purpose

The Communication Programme Analyst substantively contributes to the effective communication of UNFPA activities in the areas of population and development, reproductive health and gender. S/he analyses and assesses relevant political, social and economic trends and provides substantive inputs to communication. The Communication Programme Analyst guides and facilitates the development and implementation of a comprehensive communication strategy for UNFPA Tanzania Country Office. S/he ensures and guides the appropriate application of systems and procedures and develops enhancements if necessary.

3. Major Activities/Expected Results

- In collaboration with Government counterparts, NGOs and other partners, contributes substantively to the understanding and visibility of UNFPA vision, mandate and priorities, of the 8th country programme and its component programmes to key stakeholders and the public. S/he ensures quality documentation of lessons learned and best practices.
- Develops the country office communication strategy in partnership with the East and Southern Africa Regional Office
- Analyses and interprets the political, social and economic environment relevant to population and development, reproductive health and gender, and identifies opportunities for UNFPA communication and intervention.
- Develops strategic partnerships and networks with Communication Officers of UN system, key development partners, civil society organizations (including faith-based organization) and national and international media.

- Participates in the UN Communication Group and contributes to identifying new and creative ways to show how UN programs are delivering results and promoting a coherent image of the UN.
- Contributes to the development of press and communication materials for media events such as World Population Day, Launch of The State of World Population Report, International Women's Day, and the World AIDS Day among others, as well as key national events such as dissemination of studies/research/assessments.
- Expedites and coordinates the production of user-friendly materials on key thematic areas and disseminate to the media, executing agencies, experts, government counterparts and other UN agencies. Maintains and updates the website on regular basis with input from programme staff
- Helps create and document knowledge about current and emerging population development trends, RH and gender issues and ongoing experience for lessons learned, best practices, and shares with management for use in knowledge sharing and planning future strategies.
- Organises training workshops for implementing partners and journalists to sensitize and create awareness on UNFPA's mandates and work in Tanzania
- Works in collaboration with the Tanzania Media Network of Population and Development, and coordinates the successful implementation of media-related activities
- Assists advocacy and resource mobilization efforts of Country Office by preparing relevant documentation, i.e. programme summaries, conference papers, speeches, donor profiles, and participating in donor meetings and public information events.

4. Work Relations

The Communication Programme Analyst facilitates the work of consultants, advisors, and experts and establishes and maintains collaborative relationships with counterparts in government, multi-lateral and bilateral donor agencies and civil society to address emerging issues. S/he must effectively influence counterparts from diverse backgrounds to jointly contribute to achieving UNFPA's mandate.

Internal contacts include the Representative, Deputy Representative, Assistant Representative and the CO's programme technical team. External contacts include other UN agencies in country, and counterparts and partners in Country programme activities, including international NGOs, experts etc.

5. Job Requirements

Education:

Post-graduate university degree in communication, journalism, international relations, public policy, public affairs and/or other related social science field.

Knowledge and Experience:

- Three to five years professional experience in the field of communication, advocacy and public relations in population and development;
- Previous experience in development work with the UN system, international NGOs and Civil Society Organisations

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 relationship
- 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 is required. Knowledge of Kiswahili is desirable

How to Apply:

Applicants are kindly requested to apply through the link below:

http://jobs.undp.org/cj_view_job.cfm?cur_job_id=64447

Note: After initial submission you will be prompted to upload your CV, please upload a copy of updated P11 and CV which is mandatory. P11 form can be accessed at

<http://tanzania.unfpa.org/vacancies/p11>

Applicants will be short-listed on the basis of their qualification and work experience. Only the short-listed candidates will be invited for interviews.