

UNITED NATIONS CHILDREN'S FUND
(UNICEF)



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SEEKS TO HIRE:

COMMUNICATIONS SPECIALIST

FIXED TERM APPOINTMENT

LAST DATE FOR SUBMISSIONS OF CVs: AUGUST 31st 2015

DUTY STATION: EL SALVADOR
KEY ACCOUNTABILITIES

- 1. Communication strategy**
Ensure that the Country Office has a clear communication strategy and associated work plan to support the country programme objectives and get children's issues into the public domain, strengthen political will in support of UNICEF's mission and objectives, and enhance the organization's credibility and brand.
- 2. Media relations**
Ensure that the Country Office has a well maintained and continually developed contact list of journalists and media outlets covering all media – print, TV, radio, web, etc. – and a successful process of communicating and maintaining regular contact and close collaboration with the media to communicate the story of UNICEF's cooperation to a wider audience.
- 3. Networking and partnerships**
Ensure that the Country Office has a well maintained and continually developed contact list of individuals, groups, organizations and fora (including Government, UN, and bilateral counterparts), whose support is essential to/ can assist in achieving the advocacy and communication objectives of the communications strategies.
- 4. Celebrities and special events**
Ensure that the Country Office has a well maintained and continually developed contact list of appropriate, nationally-known personalities who have been identified, engaged and support UNICEF's effort and who actively participate in special events and activities that support country programme goals.
- 5. Global priorities and campaigns**
In addition to local/ national campaigns, ensure that the Country Office has an effective process in place for integrating and taking action on UNICEF's global communications priorities and campaigns, both disseminating these elements in a locally appropriate way, as well as providing/enabling coverage of the work in the country for global use.
- 6. Resource mobilization support**
Ensure that the Global and country level fund-raising activities are supported by effective advocacy and communication strategy and activities.
- 7. Management**
Ensure that the Human resources (the communication team) and financial resources (budget planning, management and monitoring) are both effectively managed and optimally used.
- 8. Monitoring and evaluation**
Ensure that the communication baselines are established against which the achievement of objectives of the communication strategy are regularly evaluated; analysis is undertaken to continuously improve the effectiveness of communication strategy, approach and activities; results and reports are prepared and shared on a timely basis.

- 9. Capacity building and support**
Ensure that the Representative Communication Officer and country programme team are provided with professional expertise and advice on all aspects of external relations communication as required; opportunities are identified and addressed for building communication capacity among country communication team, media and other relevant partners.

QUALIFICATION AND COMPETENCIES

- 1. Education**
Advanced university degree in Communication, Journalism, Public Relations. (Or an undergraduate degree plus at least 12 years of demonstrated professional experience in the field of journalism, communications, external relations, public affairs, public relations or corporate communications.)
- 2. Work Experience**
Five years of progressively responsible and relevant professional work experience in communication, print, broadcast, and/or new media. Field work experience. Background/familiarity with Emergency situations.
- 3. Language Proficiency [II]**
Fluency in English and another UN language.
- 4. Competency Profile**
 - i) Core Values (Required)**
 - Commitment • Diversity and Inclusion • Integrity
 - ii) Core Competencies (Required)**
 - Communication [III] • Working with People [II] • Drive for Results [II]
 - iii) Functional Competencies (Required)**
 - Leading and Supervising [I] • Formulating Strategies and Concepts [II]
 - Relating and Networking [II] • Persuading and Influencing [II]
 - Applying Technical Expertise [II] • Entrepreneurial Thinking [II]
 - iv) Technical Knowledge Required**
General knowledge of:
 - Communication management. Knowledge of theories and practices in communication research planning and strategy.
 - Fundamentals for working in various media formats – print, audio, video, web etc.
 - Computer systems/applications and network, including internet navigation, office applications, and specifically, interactive digital media.
 - Knowledge of United Nations or other international organizations;
 - Global human rights issues, specifically relating to children and women.
 - UNICEF communication goals, policies, guidelines and strategies.
 - UNICEF policies and strategy to address national and international issues.
 - UNICEF emergency communication policies, goals, strategies.
 - Gender equality and diversity awareness.

EXECUTIVE ASSISTANT

FIXED TERM APPOINTMENT

LAST DATE FOR SUBMISSIONS OF CVs: AUGUST 31st 2015

DUTY STATION: EL SALVADOR
MAJOR DUTIES AND RESPONSABILITIES

1. Arranges appointments and maintains supervisor's calendar, receives high-ranking visitors, places and screens telephone calls and answers queries with discretion.
2. Prepares briefing materials for supervisor for use on official trips or special meetings.
3. In charge of protocol matters which includes: Arranging meeting with high-ranking officials, and arranges official receptions given by the head of office.
4. Participates in the organization and preparation of staff meetings or special meetings and takes minutes and/or notes.
5. Receives, screens, logs and routes correspondence, attaches necessary background information and maintains follow-up system.
6. Selects and makes pertinent abstracts, and undertakes searches for information.
7. Coordinates the secretarial services of the office, and clears correspondence for the supervisor's signature. Brief and trains new secretaries and gives guidance to other secretaries on office procedures.
8. Drafts non-substantive correspondence and ensure follow-up.
9. Types correspondence, documents and reports, etc., some of which are highly confidential.
10. Maintains policy, confidential and general management files.
11. Keeps updated lists of names, addresses and telephone numbers of Ministers, Government Officials and members of the diplomatic corps.
12. Makes travel arrangements for the supervisor, and perform liaison duties with other units.
13. Provides clerical and administrative assistance to the Communication Specialist.
14. Performs other duties, as required.

QUALIFICATION AND COMPETENCIES

- 1. Education**
Completion of secondary education, typing ability; thorough knowledge of modern office procedures and several software packages. Knowledge of protocol.
- 2. Work Experience**
Six to seven years secretarial experience, some of which should be at a senior secretarial level.
- 3. Language Proficiency**
Excellent knowledge of the working language of the duty station and the local language; a good knowledge of a second language.
- 4. Competencies**
High level of responsibility, as well as a positive attitude toward pressure in the delivery of services. Unconditionness to work any time if it is necessary, Ability to maintain contacts at all levels. Work is assigned classification credit for two languages.
- 5. Competency Profile**
 - i) Core Values (Required)**
 - Commitment • Diversity and Inclusion • Integrity
 - ii) Core Competencies (Required)**
 - Communication [II] • Working with People [I] • Drive for Results [I]
 - iii) Functional Competencies (Required)**
 - Analyzing [I]
 - Applying Technical Expertise [I]
 - Following Instructions and Procedures [I]
 - Planning and Organizing [I]

HOW TO APPLY: If you fulfill requirements, please send your CV and Letter of Interest to Mrs. Natalia López – nlopez@latintopjobs.com indicating the job for which you are applying.
CLOSING DATE: AUGUST 31st 2015

Qualified Female Candidates are encouraged to apply

UNICEF is a smoking-free environment

Please note that only short-listed candidates will be contacted.