

Terms of Reference for Temporary Appointment

TA – Communication Officer (Coordination), NO2, 320 days, Lusaka, Zambia

Purpose:

Under the supervision of the Chief of Social Policy & Research, the incumbent will provide communications capacity building support towards UNICEF's work with the Ministry of Community Development and Social Services as well as supporting the coordination and governance of the UN Joint Programme for Social Protection (UNJPSP). He/she will provide national and sub-national level Technical Assistance (TA) support and assistance in the areas of programme communication, multi-media communication, knowledge management, capacity development and coordination. The position will have a primary focus on activities that lead to comprehensive coordination and communications systems development and sustainable frameworks including many of the other cash-plus linkages that will be adopted.

The post will assist in planning, implementing, monitoring and evaluating an advocacy and communication strategy to get children's and women's issues into the public domain in the Social Policy sector, strengthen political will in support of UNICEF's mission and objectives in the country, and enhance the organization's credibility and brand. Due to the technical focus on communication activities, the incumbent will also have a matrix reporting line to the Chief of Communication, Advocacy, Partnerships and Engagement (CAPE). Therefore, the incumbent will receive technical guidance and backstopping from the Chief of CAPE. However, coordination and capacity building activities will be supervised by the primary supervisor of the post (the Chief of Social Policy and Research).

Responsibilities and Tasks:

- Support the UNICEF coordination role of the UN Joint Programme of Social Protection, as well as UNICEF support to relevant government coordination structures in the 7NDP Cluster formations.
- Assist with UNICEF secretariat and reporting responsibilities within above coordination structures.
- Work closely with the Ministry of Community Development and Social Services on HQ, Provincial and District level to assist in the planning, implementation and monitoring of the SCT programme with a priority focus on communications interventions, and communications systems strengthening and capacity development.
- Ensure that the production of communication products and materials is timely executed and followed up to support programme communication strategies.
- Gather content and coverage of relevant country efforts to identify effective relevant social protection programme activities and results. Develop complementary, programme-specific and local community materials and activities.
- Support the production of communication materials (e.g. briefing notes, images, video, web pages etc.) that meet the country and global standards as set out in the Communication Toolkit.
- Maintain an up-to-date documentation centre for communication materials including publications, press releases and clippings, photographs, audio-visual materials, web resources etc.
- Assist the Social Policy Specialist (Social Protection), with technical inputs to donor proposals, programme management, coordination, reporting and supervision activities.
- Under the supervision of the Chief of CAPE, assist in managing communication, visibility and branding activities related to social protection
- Contribute to routine section tasks and functions as directed.

Minimum Qualifications and Competencies

- Bachelors' degree in Communication, Journalism, Public Relations, Project Management or related field.
- Two years practical professional work experience in communication, print and broadcast media, or interactive digital media.
- Knowledge of development issues, policies, as well as social and community development.
- Knowledge and experience with diverse social protection programmes, such as cash transfers, school feeding, livelihood programmes, microfinance programmes, women's empowerment programmes, maternity protection, community-based service delivery, school fee waiver programmes, Protection programmes for vulnerable groups.
- Knowledge of programming policies and procedures in international development cooperation
- Analytical, negotiating, communication and advocacy skills
- Good knowledge of computer management and standard applications (MS Office Suite)
- Fluency in English and another UN language.
- Knowledge of the local working language of the duty station is an asset.
- Familiarity with the Zambian Social Protection Landscape
- Experience of working with government partners at national and sub-national levels.
- Background/familiarity with Emergency situations.

Budget Reference:

4980/A0/05/700/004/001 SC190523

Competency Profile:

Core Values (Required)

Care
Respect
Integrity
Trust and
Accountability

Core Competencies (Required)

- Builds and maintains partnerships (II)
- Demonstrates self-awareness and ethical awareness (I)
- Drive to achieve results for impact (II)
- Innovates and embraces change (I)
- Manages ambiguity and complexity (I)
- Thinks and acts strategically (I)
- Works collaboratively with others (II)

Requested and Prepared by:
Daniel Kumitz, Chief Social Policy and Research

21.01.2022



Signature and date

Reviewed by:
Eithar Kheiri, HR Specialist

21.01.2022



Signature and date

Approved by
Noala Skinner, Representative



Signature and date 24.01.2022