UNITED NATIONS CHILDREN'S FUND
(GENERIC) JOB PROFILE

I. Post Information

Job Title: **Communication for Development Officer (C4D)** Supervisor Title/ Level: **C4D Manager P4, (Post# 57245)/ C4D Specialist, NO3 (Post# 42093)** Organizational Unit: **C4D** Post Location: **Nay Pi Taw, Myanmar Country Office**	Job Level: **Level 2** Job Profile No.: CCOG Code: **1L05** Functional Code: **CFD** Job Classification Level: **Level 2**

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Job organizational context: The Communication for Development Officer Generic Job Profile (GJP) is to be used in the Myanmar Country Office, based in NPT.

Purpose for the job: The Communication for Development Officer reports to the **C4D Manager or C4D Specialist** for supervision and guidance. The Officer provides technical and operational support to the C4D Specialist and internal colleagues by administering, implementing, monitoring and/or evaluating a variety of C4D initiatives and activities to promote community engagement and participation, and measureable behavioral and social change/mobilization, requiring the application of technical and theoretical skills and thorough knowledge of organizational goals, rules, regulations, policies and procedures to complete tasks.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Support to strategy design and development of C4D activities**
2. **Support to implementation of C4D activities**
3. **Advocacy, networking and partnership building**
4. **Innovation, knowledge management and capacity building**

1. **Support to strategy design and development of C4D activities**

   ▪ Research and/or participate in conducting comprehensive C4D situation analysis of social, communication, cultural, economic and political issues in the country/region. Collect and synthesize qualitative and quantitative information and data to support the establishment of comprehensive and evidence-based information for developing and planning the C4D component of the Country Programme of Cooperation (and UNDAF).

   ▪ Collect, synthesize, draft and/or organize materials and related documentations for evidence-based C4D strategies and plans (as a component of the CO and/or UNDAF Programmes) to ensure optimum impact, scale and sustainability of achievements/results.

   ▪ Assess, select and/or recommend appropriate information and materials for C4D initiatives verifying accuracy and quality for dissemination.

   ▪ Monitor and assess the impact of C4D strategies and activities on the CO and UNICEF goals to achieve measureable behavioral and social change resulting in the improvement of children's rights and wellbeing. Submit qualitative report/synthesis of results for development planning and improvement.

2. **Support to the implementation of C4D activities**

   ▪ Collaborate and/or consult with internal and external partners to provide operational and technical support to research, develop, and produce evidence-based strategies and test, produce and use quality C4D materials, organize events and activities to ensure community engagement and participation, and maximum outreach and impact on behavioral and social change.

   ▪ Provide technical, administrative and logistical support and background materials to carry out C4D strategies and activities and recommend operational strategies, approaches, plans, methods and procedures to ensure community engagement and participation, and optimum outreach and impact.

   ▪ Assess and recommend potential contacts, networks, resources and tools to support maximum impact and outreach of C4D initiatives.

   ▪ Follow up and monitor the production of C4D materials to ensure technical quality, consistency and relevancy of communications materials that are developed, produced and disseminated to target audience (e.g. individuals, communities, government officials, partners, media etc).

   ▪ Collect, assess and organize information for budget planning and management of programme funds and prepare documentations and related materials for financial planning for C4D initiatives. Monitor/track the use of resources as planned and verify compliance with organizational guidelines, rules and regulations and standards of ethics and transparency.

3. **Advocacy, networking and partnership building**

- Build and maintain partnerships through networking and proactive collaboration with national and international civil society organisations, community groups, leaders and other critical partners in the community and civil society to reinforce cooperation through engagement, empowerment and self determination and to pursue opportunities for greater advocacy to promote UNICEF mission and goals for child rights, social equity and inclusiveness.

- Collaborate with internal global/regional communication partners to harmonize, link and/or coordinate messaging to enhance C4D outreach and contribution to programmatic outcomes

4. **Innovation, knowledge management and capacity building**

- Institutionalize/share best practices and knowledge learned/products with global/local partners and stakeholders to build capacity of practitioners/users, and disseminate products to key audiences including partners and donors.
- Support the organization, administration and implementation of capacity building initiatives, including partnerships with training and academic institutions, to enhance the competencies of clients/stakeholders/partners across programme sectors in C4D planning, implementation and evaluation in support of programmes/projects. Develop training materials for training activities, and revise and update them as necessary.

IV. Impact of Results

The efficient and effective technical, administrative and operational support provided to the development and implementation of C4D advocacy initiatives and products directly impact on the ability of UNICEF to promote social, political and economic action and changes in behaviors, social attitudes, beliefs and actions by communities, individuals and societies on children's rights, survival and wellbeing. This in turn contributes to enhancing the ability of UNICEF to fulfill its mission to achieve sustainable, locally-owned and concrete results in improving the survival, development and wellbeing of children in the country.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles/ratings).

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core Competencies

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

Functional Competencies:

- Persuading and influencing (1)
- Applying technical expertise (1)
- Learning and researching (2)
- Planning and organizing (2)

VI. Recruitment Qualifications

Education:	A university degree in one of the following fields is required: social and behavioral science, sociology, anthropology, psychology, education, communication, public relations or another relevant technical field.
Experience:	A minimum of two years of professional experience in one or more of the following areas is required: social development programme planning, communication for development, public advocacy or another related area. Relevant experience in a UN system agency or organization is considered as an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.