**UNITED NATIONS CHILDREN’S FUND**

**SPECIFIC JOB PROFILE**

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| **I. Post Information** | |
| Job Title: Communication Assistant  Supervisor Title/ Level: Chief of Communication, P-4  Organizational Unit: External Communication  Post Location: Phnom Penh, Cambodia | Job Level: GS-4  Job Profile No.:  CCOG Code:  Functional Code:  Job Classification Level: |

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| II. Organizational Context and Purpose for the job |
| UNICEF is guided by the [Convention on the Rights of the Child](https://www.unicef.org/child-rights-convention) and is mandated by the United Nations General Assembly to advocate for the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential.  UNICEF aims to promote the equal rights of women and girls and to support their full participation in the political, social and economic development of their communities.  UNICEF works with all its partners towards the attainment of the sustainable human development goals adopted by the world community and the realization of the vision of peace and social progress enshrined in the Charter of the United Nations.  UNICEF is non-partisan and its cooperation is free of discrimination. In everything it does, the most disadvantaged children and the countries in greatest need have priority.  **Job organizational context**:  **Purpose for the job:**  Under the supervision of the Chief of Communication, the Communication Assistant contributes to the section’s advocacy and communication efforts, by performing administrative, logistic and human resources tasks as well facilitating the production of communication materials, media monitoring and audience outreach. |

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| III. Key function, accountabilities and related duties/tasks |
| **Summary of key functions/accountabilities:**   1. Support operations aspects related to managing communication contractors such as photographers, videographers, translators and editors, including drafting work orders and following up with relevant colleagues for raising and amending purchase requisitions and contracts, processing payments, as well as corresponding with the service providers on operational matters. 2. Conduct administrative functions to facilitate the effective operation of the communication section including receiving external queries, managing branding and visibility supplies, organizing and maintaining filing systems, supporting the team in organizing meetings, etc. 3. Carry out specific operational controls tasks related to the communication section and assist in the management of Vision. 4. Support the communication section in the organization of public events, launches and other public-facing communication initiatives. 5. Support the Chief of Communication with HR tasks such as drafting TORs, NFRs, LTA matrixes, contract amendments and maintains team attendance. 6. Provide budget support and budget updates to different sections funding communication activities and the Chief of Communication. 7. Support the Communication Specialist in maintaining up-to-date national and international media mailing list. 8. Monitor daily news related to UNICEF’s topics of interest and select media content to distribute to all staff with short summaries accompanied. 9. Maintain the internal UNICEF Cambodia page on ICON and Communication Team in SharePoint. 10. Maintain UNICEF Cambodia list of communication assets, including photos and videos, and RCCE assets. Upload relevant assets on global channels, as agreed with the supervisor. 11. Support audience outreach, including but not limited to:  * Maintaining and supporting the expansion of UNICEF Cambodia’s newsletter subscribers. * Acting as backup web-editor in Khmer to update country office website when needed (when communication associate is not available) * Acting as back-up social media Hootsuite platform manager when needed (when communication associate is not available) |

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| IV. Impact of Results |
| * Effective functioning of the communication section and timely completion of critical communication activities which impact not only the communication section but also programme sections requesting photography, editing, videography, and other communication services. * Contribution to the communication section and country office’s public information efforts through support to public launches, newsletter dissemination, and other outreach activities. * Audience outreach and engagement efforts facilitated through support to effective contractors’ assignment and contract management. * Effective information of UNICEF staff and management on latest news and media trends. |

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| **V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)** |
| **Core Values**   * Care * Respect * Integrity * Trust * Accountability   **Core Competencies**   * Demonstrates Self Awareness and Ethical Awareness (1) * Works Collaboratively with others (1) * Builds and Maintains Partnerships (1) * Innovates and Embraces Change (1) * Thinks and Acts Strategically (1) * Drive to achieve impactful results (1) * Manages ambiguity and complexity (1)   **Functional Competencies**:   * Analyzing (1) * Learning and Researching (1) * Planning and Organizing (1) * Following Instructions and Procedures (1) |

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| VI. Skills |
| |  | | --- | | * Training and experience using MS Word, Excel, PowerPoint and other UNICEF software such as SharePoint; knowledge of integrated management information systems required. * Good knowledge of UNICEF administrative policies and procedures. * Organizational, planning and prioritizing skills and abilities. * Ability to deal patiently and tactfully with visitors. * High sense of confidentiality, initiative and good judgment. * Ability to work effectively with people of different national and cultural background. * Ability to work in a team environment to achieve common goals. | |

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| **VII. Recruitment Qualifications** | |
| Education: | Completion of secondary education is required, preferably supplemented by technical or university courses related to the field of work. |
| Experience: | Four years of experience in communications or progressively responsible administrative or support work.  Prior experience in website management.  Knowledge of MailChimp and other digital marketing tools is a plus.  Interest in communications and external audience outreach and engagement is desirable. |
| Language Requirements: | Fluent in Khmer, strong command of English. |