



## UNITED NATIONS CHILDREN'S FUND JOB PROFILE (TEMPORARY APPOINTMENT)

### I. Post Information

**Job Title:** Communication Associate

**Level:** G-6

**Category:** Temporary Appointment (TA)

**Supervisor Title/ Level:** Communication and Advocacy Specialist

**Organizational Unit:** Communication, Advocacy, Resource Mobilization & Partnerships

**Post Location:** UNICEF Maldives Country Office

**Duration:** 364 days

### II. Organizational Context and Purpose for the job

UNICEF is the leading organization promoting the rights and well-being of every child in South Asia and around the world. Working in partnership with the Government, partners and donors, UNICEF Maldives continues to prioritize the safety and well-being of all vulnerable populations, especially children and adolescents.

UNICEF Maldives, in line with its Country Programme Document for 2022 – 2026 works to accelerate children's rights and wellbeing within the broader priority areas of health and nutrition, education, child protection, social protection and climate change.

**Strategic Office context:**

Advocacy and Communication are at the centre of UNICEF's mandate. We advocate decision makers for 'the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential'. We also communicate with key public and private audiences to build support for the cause of children. Communicating the situation of children and women in Maldives and highlighting the efforts of UNICEF and partners in the country is part of UNICEF's mandate. As part of our robust communication and advocacy efforts, we regularly produce informative content, publications and multimedia that are shared widely through its external website, and social media platforms and disseminated to regional and international media outlets. Likewise, events and campaigns are the cornerstones to engaging government, policymakers, youth, media and others in a meaningful manner and ensuring tangible solutions to the issues faced by children and youth in the country.

**Purpose for the job:**

The Communication Associate (TA) will provide technical and operations support to the UNICEF Maldives Communication, Advocacy, Resource Mobilization and Partnerships Section. He/she will report to the Communication and Advocacy Specialist for the duration of the assignment.

The Communication Associate will support in carrying out a range of programme and operations support functions to help develop, implement and monitor their ongoing programme, ensuring effective and timely delivery that is consistent with UNICEF rules and regulations.

The Programme Associate works in close collaboration with a range of staff in UNICEF Maldives and UNICEF Regional Office for South Asia (ROSA), external partners and agency counterparts in support of programme design and delivery. S/He will provide regular feedback on the status of projects through monitoring milestones and advise on improvements to keep activities on track.

### **III. Key functions, accountabilities and related duties/tasks**

#### **Summary of key functions/accountabilities:**

#### **Digital Engagement (40%)**

- Conceptualize and create engaging content for UNICEF Maldives digital platforms and web, with a focus on engaging content for young people on channels like Instagram.
- Coordinate, monitor, and manage direct communications on UNICEF Maldives' Facebook, Twitter, Instagram and any upcoming new channels Maldives CO utilizes, in close coordination with the Communications, Advocacy and Partnership Specialist.
- Work with relevant programme teams and sections within the office, to develop strategic content with young content creators – to advise, and co-create youth-centric content with UNICEF Maldives.
- Work with relevant programme sections to co-create plans for global advocacy priorities, as well as country office areas of acceleration and associated campaigns/moments.
- Support the development and dissemination of the UNICEF Maldives' monthly communications plans, quarterly newsletters, annual reports and other key publications.
- Regularly monitor and report engagement and interactions on UNICEF Maldives digital platforms

#### **Media Monitoring (20%)**

- Support the Communications and Advocacy Specialist to monitor current events, public opinion and press, identify issues and trends, and advise on appropriate media response.
- Provide support in researching and compiling information for media releases, and key messages.
- Maintain an updated contact database of journalists.

#### **Knowledge management, events & website support (20%)**

- Serve as a backup focal point to upload content to the UNICEF Maldives website using the Drupal CMS system. (Note: the selected candidate will receive training on using UNICEF's DRUPAL system to manage websites)
- Support UNICEF Maldives with event planning and rollout, including drafting and reviewing written content and publications, coordinating with UNICEF and external stakeholders, and other miscellaneous event management support as needed.
- Support timely management of digital assets on UNICEF WeShare platform and with cataloguing, arranging and updating the internal SharePoint site for UNICEF Maldives communication and advocacy products

#### **Operations support (20%)**

- Support supervisor with overall admin and organization matters and all types of clearance processes within the section.

- Process travel authorization in VISION obtaining approvals through SharePoint and using appropriate funding sources.
- Assist in planning fund utilization according to work activities and support the Sections in managing funds.
- Regularly monitoring budgets and financial expenditures of the section by employing applicable tools, ensuring compliance with UNICEF rules and regulations, and keeping the supervisor informed and advised on actions for decision and/or follow-up.
- Carry out transactions in VISION ensuring programme results, activities and programme coding are as per annual work plans (AWPs), and making amendments and alterations as per section revisions when necessary.
- Carry out transactions in VISION about grants and programme-related items for his/her section including but not limited to registering grant allotments and tracking expiring programme grants.
- Monitor contracts and process required documentation for issuance/extensions with relevant sections.
- Prepare monitoring and reporting information for supervisor and team on agreed performance indicators to drive more efficient management and accountability for results.

#### **CHILD SAFEGUARDING**

Child safeguarding involves proactive measures to limit direct and indirect collateral risks of harm to children, arising from UNICEF’s work, UNICEF personnel or UNICEF associates. The risks may include those associated with physical violence (including corporal punishment); sexual violence, exploitation or abuse; emotional and verbal abuse; economic exploitation; failure to provide for physical or psychological safety; neglect of physical, emotional or psychological needs; harmful cultural practices; and privacy violations.

Certain UNICEF positions present elevated child safeguarding risks (“elevated risk roles”) and candidates and/or incumbents may be subject to more rigorous vetting and training. Roles may be elevated risk roles because of significant unsupervised direct contact with children, and their data, having a role in responding to safeguarding incidents, or being otherwise assessed as presenting an elevated risk. This position has been identified as not being an elevated risk role.

*Note: To appropriately categorize this position, please refer to the [Guidance on Identifying & Assessing Elevated Risk Roles](#) for this job profile and remove the non-applicable description in the highlighted area above.*

#### **IV. Impact of Results**

S/He is accountable for the full spectrum of administrative and project/programme support activities. The key results have an impact on the overall performance of the country office and success in the implementation of project/programme activities. Accurate programme monitoring and recommendations, data entry and presentation of information ensure proper programme decision-making.

#### **V. UNICEF values and competency Required (based on the updated Framework)**

### **Core Values**

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

### **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)

## **VI. Skills**

### **Technical Knowledge:**

- UNICEF programme policy, procedures and guidelines.
- General administrative and financial guidelines.
- Human resources manual
- UNICEF Strategic Plan 2022-2025
- UNICEF communication and other DGCA guidelines
- UNICEF Style Guide, Brand Toolkit and Brand Book
- UNICEF Maldives Country Programme Document 2022 – 2026

### **Common Technical Knowledge Required**

- In-depth knowledge of the administration which underpins UNICEF country office programme/project operations, including monitoring and evaluation processes.
- Strong organizational, planning and prioritizing skills and abilities.
- High sense of confidentiality, initiative and good judgment.
- Ability to work effectively with people of different national and cultural backgrounds.
- Strong office management skills.
- High attention to detail.
- Ability to effectively manage the section's material resources and monitor its budget.
- Good analytical skills.
- Experience using MS Word, Excel, PowerPoint and other UNICEF software such as SharePoint
- Knowledge of UNICEF administrative, HR and operation software and tools is an asset.
- Knowledge of United Nations or other international organizations;
- Gender equality and diversity awareness

## **VII. Recruitment Qualifications**

Education:

Completion of secondary education is required, preferably supplemented by technical or university courses related to the work of the organization.

Experience:

	<p>A minimum of six years of administrative or clerical work experience is required, <b>OR</b>,</p> <p>A bachelor's degree from a recognized academic institution in a relevant field may replace three years of related work experience.</p> <p>A master's degree may replace additional two years.</p> <p>Previous experience in similar programme support functions is an asset.</p> <p>Strong interpersonal skills in being able to develop and maintain effective working relations with a diverse range of stakeholders.</p> <p>Ability to work independently, be proactive and possess strong organizational skills, with good attention to detail.</p>
Language Requirements:	Fluency in English is needed. Knowledge of another UN language is an asset. Knowledge of the local working language of the duty station/region is desirable but not required.