



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: **Communication Assistant
(Communication and ADAP)**
Supervisor Title/ Level: **Communication
Officer, NOB, #115216**
Organizational Unit: **Communication**
Post Location: **Montevideo, Uruguay**

Job Level: **G-5**
Job Profile No.:
Job Classification Level: **G-5**

II. Strategic Office 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 programs, 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:

UNICEF has been present in Uruguay since 1992, providing technical cooperation and financial assistance to the Government and to the society in different areas to promote the rights of children and adolescents and generate opportunities for all of them to achieve the full development of their abilities. UNICEF work is based on a cooperation programme that is agreed with the Government every five years. The current cooperation programme is under execution, with which the country will work until 2025.

One of the outputs that contributes to outcome 3 of the cooperation programme, which states that 'by 2025 children and adolescent rights have a sustained higher place in the public agenda and the private sector, informed by relevant and improved data, with enhanced adolescent participation', focuses on promoting and qualifying adolescent participation and advocacy. This output 3.2 sets as an objective that adolescents, especially the most vulnerable, participate in decision-making processes that affect them through mechanisms at the national and subnational levels, including in the areas of sustainable development and climate change. Since 2019 and with the consolidation of the current cooperation programme, this agenda has been growing in volume, number of issues associated with adolescent participation and advocacy work, which require strengthening the resources allocated to it.

To achieve this, and for children and adolescents to grow in a society that recognizes their rights and increases its commitment to guarantee them, it is also necessary that the general public, decision-makers (public and private), media, professionals, community workers and families, demonstrate greater awareness, understanding, and commitment to sustained actions in favour of child and adolescent rights, as it stands in output 3.1. This implies working closely with programme area in order to coordinate and support communication strategies that intend to transform perceptions on poverty, influence on practices on violence against children, improve graduation rates in upper secondary

education, advocate on the impact that climate change have on children, mental health issues, among other programmatic goals.

Purpose for the job:

Under the close supervision of the **Communication Officer NOB**, the **Communication Assistant (Communication and ADAP) GS5** will provide support to communication and advocacy strategies on programme priorities and to the implementation of the youth engagement strategy defined by the office. In this sense, the incumbent will work in coordination with the programmatic team to carry out different initiatives for adolescent participation.

III. Key functions, accountabilities, and related duties/tasks:

Within the delegated authority and under the given organizational set-up, the staff member may be assigned the primarily, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

- 1. Support the implementation of initiatives on adolescents' participation in those issues that most interest them, and advocacy strategies and campaigns to promote their rights.**
 - Collaborate in the implementation of initiatives to create spaces for adolescents' participation and consultation, to promote their social recognition and to ensure they are informed about their right to participate and to be heard, through communication materials, events, and campaigns.
 - Support the development of communication materials, events, and initiatives to promote youth participation in their communities, in public policies and budgets.
 - Collaborate in identifying youth movements and supporting their causes through digital platforms and communication strategies.
 - Support in monitoring the production and quality of communication materials that give an account of the participation processes, the relevance of the adolescents' contributions and give a glimpse on the impact of their participation towards external audiences.
 - Support the Communication Officer to maintain close collaboration with programme team, and key stakeholders for an effective and coherent development of youth participation activities as part of the country office strategy.
- 2. Assist the Communication and Programme sections in evidence generation and dissemination on adolescents' needs and living conditions in the country.**
 - Collaborate in the generation and dissemination of evidence and knowledge from studies, surveys and qualitative consultations on the perceptions and opinions of adolescents, and their well-being.
 - Assist in the preparation of communication materials, events and initiatives to disseminate and sensitize referent adults on adolescents needs on key issues for their development, in order for them to reach their full potential and can live a full and healthy adolescence.
 - Support the implementation of campaigns that promote adolescents' points of views on issues affecting them.
 - In consultation with the supervisor, support the monitoring and evaluation of youth engagement strategies, campaigns and platforms, and assist in the preparation of relevant reports.
- 3. Collaborate in the implementation of communication campaigns, initiatives, and advocacy strategies to support programmatic goals, especially those related to adolescents.**
 - Assist in the work and initiatives of the Country Office's programmatic areas from a communicational perspective, create communication materials on programmatic issues and provide communication support during all stages of the process.

- In consultation with the supervisor, collaborate in the design and implementation of planned communication campaigns.
- Support the Country Office in the implementation of advocacy strategies and communication materials to sensitize about key programmatic issues.
- Follow up on the production of communication contents (e.g., films, videos, audio-visuals, reports, etc.), and oversee the qualitative aspects of production, (e.g., quality control, subjects defined, chosen approach, reviews of layout and graphic design etc.) in order to maintain an integrated and unique communication style for the entire organization and to meet the communication standards as set out by the Country Office.
- Assist in the organization of initiatives and events planned in the defined workplan.
- Any other task assigned by supervisor.

IV. Impact of Results

S/he is accountable for providing efficient, timely, responsive, client-friendly and high-quality support to the Communication section, which will contribute to:

- Implement effective and engaging initiatives with increased participation and advocacy of young people.
- Positioning adolescence as a key stage of life that requires support and guidance, both at the family and public policy level, for them to reach the full development of their abilities.
- Implement the communication and advocacy strategy for the Country Office.

V. Competencies and level of proficiency required

Core Values attributes

- 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. Recruitment Qualifications

Education:	Completion of secondary education is required. Training at university level in one of the following fields: Communications, Social Science, Journalism, Public Relations or any other related field or discipline relevant to the job, is an asset.
Experience:	Minimum of five years of relevant work experience in institutional communication, campaigning and projects focused on young people. Experience in supporting youth engagement strategies. Demonstrated experience in designing content for youth audiences and/or community moderation of youth focused platforms. Background/familiarity with digital engagement and/or youth mobilization is an asset. Experience in community-based or locally managed programs and/or projects is an asset. Experience in international organization or non-profit sector is an asset. Experience in working with multidisciplinary teams, public stakeholders and/or having studies related to social matters is an asset.
Language Requirements:	Fluency in Spanish and English is required.