



JOB DESCRIPTION

Official Job Title:	Communication Analyst	Duty: Amman-JORDAN
Grade (Classified)	ICS-8 - NOA	CCOG:
Post Number:	New	
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Classification Authority:		Date: March 2017

1. Organizational Location

The Communication Analyst is located in UNFPA Jordan Country Office (CO) in Amman and reports to the Representative. S/he works under the overall guidance and direct supervision of the Representative. The Communication Analyst will work in close cooperation and coordination with the Humanitarian Coordinator and UNFPA team in the country office.

2. Job Purpose

Under the supervision of the Representative, the Communications Analyst supports and strengthens the positioning, impact of mandate, public reach, public image and visibility of UNFPA with all stakeholders (local governments, donors, local society, youth, beneficiaries, media, civil society NGOs...). The Communications Analyst works in close collaboration with regular and humanitarian programme officers and analysts and operations team in Jordan CO.

3. Major Activities/Expected Results

To realize the following five results, the communication analyst would conduct the below activities, as detailed under the 4 headings:

- To promote a long term agenda for social change on: SRH awareness and rights, youth's social and economic agency, and women's reproductive and productive rights

- To facilitate a change in attitudes and behaviors in the selected target audience for improved sexual and reproductive health and well-being, gender equality, civic participation and population empowerment
- To enhance the visibility of UNFPA's interventions, results and impact
- To enhance and increase the support of UNFPA's stakeholders, most importantly donor government to the organization's mandate and activities
- To improve the internal communication towards improved program integration, coordination, knowledge sharing and unified communication.

Activities include, but are not limited to:

1. Support formulation/implementation of internal/external communications and advocacy strategies

- Conducts communications and advocacy needs assessments for CO (projects, country programme and corporate initiatives, etc.).
- Provides background information for elaboration of CO communications and outreach strategy based on the corporate communications strategy.
- Ensures and enhances quality, consistency and appropriateness of country specific communication materials, activities, processes and messages shared with partners.
- Ensures UNFPA mandate and result based programming approach is appropriately reflected in the communication campaigns, work plan and products.

2. Develop programme advocacy plans and activities

- Organizes joint UN information campaigns (UN day, Women's Day, etc.). Develops and overseas collaboration with partner agencies, state offices and media to realize the advocacy goals.
- Ensures regular communication and coordination with partners' communication focal points on national and global campaign issues.
- Facilitates the organization of public events, roundtable discussions, knowledge-sharing and promotional opportunities, press conferences, and briefing sessions
- Assists programmes in the development of advocacy campaigns and overseas the production of communication materials for policy advocacy and social change campaigns.
- Provides preliminary inputs and information to assist in programme formulations to integrate advocacy and communication strategies into all aspects of the Office initiatives.
- Searches and identifies reference materials for retention and maintenance of information database and photo library.

3. Keep the relation to media channels and keeping track of the programme visibility

- Keep the relation with national, regional and international media
- Manages and monitors publications, articles, press release and knowledge products printing and dissemination.
- Prepares/checks the content for the web sites to ensure consistency of the materials.

4. Facilitate the knowledge building and knowledge sharing

- Cooperates closely with the Monitoring and Evaluation officer, as well as the Reporting Analyst, on all aspects of knowledge building, management and sharing
- Supports the identification of opportunities to strengthen the capacity of partners through appropriate advocacy and communication training, access to up-to-date information and knowledge sharing.
- Contributes substantially to identification and synthesis of best practices and lessons learned directly linked to programme country goals and activities.
- As requested provides sound contributions to knowledge networks and communities of practice including corporate communications repositories.
- Organizes and assists in conducting training and workshops on communications and advocacy for development as appropriate..

4. Work Relations

The Communication Analyst maintains collaborative relationships with all programme and project staff at the CO. Internal contacts include Representative, Humanitarian Coordinator, Operations Manager, Operations and program staff. External contacts include other UN agencies in country and external partners and stakeholders.

5. Job Requirements

Value-based Competencies:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

Core Competencies:

- Achieving results
- Being accountable
- Developing and applying professional expertise/business acumen
- Thinking analytically and strategically

- Working in teams/managing ourselves and our relationships
- Communicating for impact

Functional Competencies:

- Advocacy/Advancing a policy-oriented agenda;
- Internal and external communication and advocacy for results mobilization;
- Generating, managing and promoting the use of knowledge and information;
- Creating visibility for the organization;
- Providing logistical support;
- Managing data;
- Managing documents, correspondence and reports;
- Managing information and workflow;
- Planning, organizing and multitasking;
- Supporting financial data analysis;

Qualifications and Experience:**Education:**

- Advanced degree in communication, journalism, media relation or other related fields

Knowledge and Experience:

- Minimum 1 year of experience in journalism, and general organizational communications (Increasingly responsible experience in journalism, and general organizational communications and public relations, working experience with the UN system is an asset)
- Experience in the usage of computer/information systems skills
- Experience in handling web-based management systems.
- excellent oral and written communications and editing skills in English;
- a thorough understanding of the UN system in general, and especially UNFPA mandate, policies and operations, as well as the current development topics and political issues in Jordan;
- knowledge of policies and program in humanitarian and development settings;
- keen understanding of Jordan culture, history and political contexts;
- familiarity with communications approaches for planning, executing, and monitoring communications strategies;

Language Requirements:

Fluency in English and Arabic is required.

How to Apply:

Interested Applicants of Jordanian nationality are advised to complete their Personal History Form (P11), which can be downloaded from <http://jordan.unfpa.org> website (**only P11 Form will be considered**). Kindly forward your completed P11 along with a copy of your academic qualifications certificate to the email address vacancy@unfpa-jordan.org indicating the *Vacancy Number and the Job Title* in the e-mail's subject, before the deadline of **9 March 2017**.

Candidates who are seriously being considered will be contacted for an interview.

UNFPA provides a work environment that reflects the values of gender quality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.