



JOB DESCRIPTION

Official Job Title:	Programme Analyst Communications Duty Station: The Gambia	
Grade (Classified)	NO-A	
Post Number:	00123853	
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Classification Authority:	Division of Human Resources (DHR)	Date: August 2017

1. Organizational Location

The UNFPA/ Government of The Gambia 8th Country Programme focuses on two outcomes which are: 1. Sexual and Reproductive health and 2. Adolescents and Youth. To support the implementation of the programme and quality delivery, the UNFPA Country Office is seeking a **Programme Analyst Communications**.

The Programme Analyst Communications provides advice to the Representative and the programme team on all aspects of Advocacy, Information and Communications of the country programme. S/he is accountable for updating, managing, coordinating, implementing and monitoring the Country Office Communications Strategy and associated products and activities on an ongoing basis with public audiences, donors, government counterparts and other key stakeholders with the objective of promoting awareness, understanding and support for UNFPA’s mission, priorities and programmes in The Gambia.

The Programme Analyst position is located in the UNFPA Gambia Country Office and the incumbent reports directly to the Representative.

2. Major Activities/Expected Results

- Support the development of the advocacy and strategic communications strategy and manage its effective implementation and continuous review and updating. This would include identifying good practices, setting key messages, and planning, developing and distributing communication materials.
- Provide substantive inputs into impact evidence generation and dissemination by synthesizing and packaging into audience-friendly formats lessons learned, best practices success stories, and replicable strategies and approaches from conducted programme and project evaluations. S/he would also create mechanisms for strategically sharing and applying this knowledge.
- Contribute to analysis of population and development, reproductive health and gender issues in the country to provide substantive inputs to institutional responses and advocacy strategies taking into account political and social sensitivities. This will often entail seizing opportunities to advocate and advance UNFPA’s policy agenda by participating in public information events.
- Manage all mass media (traditional and new) related activities such as drafts of press releases, ensuring proper preparations of press conferences, press kits and other outreach materials, including timely, accurate and comprehensive content for the CO’s active online presence (web and social media). S/he will also provide briefs to senior management prior to interactions with mass media.
- Provide guidance and technical support to programme specialists in the translation and mass or targeted dissemination of the knowledge and related materials from CO-supported programmatic activities as high impact public communication and advocacy products.

- Manages the visibility and public information for the Country Office including design and maintenance of CO website, newsletter, informational materials (brochures, flyers etc) and social media platforms
- S/he holds external communications, media relations including maintaining and updating a directory of media contact nationally and internationally. S/he supports CO engagement using multiple channels and strategies
- Ensures effective IP Management and programme efficiency through proper documentation of planning, spot checks, site visits and engagement with implementing partners with clearly defined outputs. S/he identifies clear deliverables and outline in PAD to be measured against
- Support the implementation of the advocacy and resource mobilization strategy of the CO by compiling and synthesizing relevant background materials for use in discussions and public events. S/he would also establish and maintain a network of donor and public information contacts and provide assistance in organizing and conducting donor meetings and public information events.
- Serves as CO representative to the UN Communications Group and any other relevant group

3. Work Relations

Internal work relation: Support programme implementation on Communications through work with the WCARO Communications Group and Global Communications Colleagues and report on communications initiatives and emerging strategies,

Key internal meeting: Bimonthly programme meeting, quarterly all staff meeting.

External work relation: Represents UNFPA in UNCG, and relevant stakeholder for a particularly on Communications, participates in various technical working groups involving NGOs, CSO on communications and provide support to our implementation partners.

4. Job Requirements

Essential qualifications and experience

Education:

Bachelor's degree in Communication, Journalism, Mass Media, Development Studies and/or other relevant social science field.

Knowledge and Experience:

Professional experience in area of Advocacy, Strategic Communications, External Relations, or programme/project management in the development sector is highly desirable. Two years of increasingly responsible professional experience in communications, external relations and management of development programme and projects;

Languages:

Excellent fluency in oral and written English. Knowledge of any other UN language is desirable

Other Desirable Skills:

Proficiency in current office software applications, social media deployment and preferably Photoshop, desktop publishing, infographics, and/or other types of graphic design software

Required Competencies:

Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing diversity in all its forms
- 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 Skills Set:

- Advocacy/Advancing a policy-oriented agenda
- Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
- Delivering results-based programmes
- Internal and external communication and advocacy for results mobilization

Required Skill Set: External and internal communication and advocacy for results mobilization, Delivering results based programmes, Building strategic alliances and partnerships, Mobilizing resources, and Facilitating quality programme results

5. Application Process:

Interested applicants are requested to submit a cover letter, updated CV and a completed P-11 form to the email address below:

vacancy.gambia@unfpa.org

The closing date for submission of applications is 6th October 2017. All applications should be clearly marked “**Application for the Position of Programme Analyst Communications**”.

You may also access this vacancy through the UNFPA link below:

<http://gambia.unfpa.org/en/vacancies>

OR

https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_HM_PRE&Action=A&TargetFrameName=