



**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

I. Position Information

Job Code Title: Communications Specialist
Position Number: 00043614
Department: Communications
Reports to: Communications Manager
Reports:
Position Status: *(Rotational/non-Rotational)*

Proposed Grade: NOD
Approved Grade: NOD
Position Classified by: HR Specialist
ODB Unit,OHR, BOM, UNDP
Classification Approved by:

II. Organizational Context

Under the direct supervision of the Chief, One UN Communications Team and in close cooperation with the other Liaison Officers, coordinates the planning and execution, monitoring and evaluation of agency specific communication and advocacy agenda's, within the larger UN Communications Team which serves the UN-wide, One UN and specific communications agenda's for participating agencies.

The Communications Specialist will advise senior management of participating agencies on communication strategy and planning matters as a means of enhancing their profile and image, advocacy agenda and to improve project and programme results through effective use of communications, in the context of the One Plan and the Programme Coordination Groups. The Communications Specialist will attend relevant management meetings to develop and maintain relationships with the participating agencies in Vietnam.

The Communications Specialist) will work in close cooperation with the Chief, One UN Communications Team and the other Comms Liaison Officers by providing sectoral input to undertake work planning, work assignment and monitoring of progress for the team.

Under the Communications Manager's direct supervision, the Communications Specialist will provide guidance and oversight to the Communications team to carry out communications tasks as assigned, with specific responsibility for Internal communications.

The Communication Specialist will directly supervise the Communications Officers (UNFPA, UNV and UNAIDS) and complete performance assessments as first reporting officer.

III. Functions / Key Results Expected

1. Provides support in close collaboration with the Chief, One Communication Team and the other liaison officers to strategic communication planning and coordination for UN-wide, One UN and agency specific communication and supports the identification of UN-wide priority issues and the development of Advocacy/Communication strategy and key messages. Participates in the development of an annual UN Communications work plan, with lead responsibility for UNFPA/UNAIDS/UNV media, advocacy and communication plan, and provide support to One UN Communications manager in the planning, coordination and monitoring of its implementation in coordination with the other Liaison Officers.
2. Develops agency-specific strategic communication plans and ensures timely implementation with high quality assurance. Advises UNFPA/UNV/UNAIDS on strategic approaches to communicating programme activities and assists in planning and implementing strategic communications activities and on the effective use of tools of mass communication with an attempt to strive for convergence with other agencies' activities where appropriate, in the context of One Plan and relevant Programme Coordination Groups.
3. In close cooperation with the Communications Officers (Editor/Writer and Online/Media) and under the guidance of the Team Manager and Writer/Editor, provides support to the development of strategic internal communication plans for UN Viet Nam and assists in planning and implementing internal communications activities.
4. Provides technical support to the UN-wide, One UN and agency specific communication and advocacy agenda's – in the area of content creation, with specific responsibility for Vietnamese language versions:
 - Produces written stories, content and other publications for agencies and RC(O) to support them in the communication of their goals, strategies and programs to external and internal audiences;
 - Provides stories and photographs for UN Vietnam, for websites and other communication channels;
 - Responsible for high quality translations in/from Vietnamese language.
5. Coordinates and provides technical support to the UN-Wide, One UN and agency specific communication and advocacy agenda's, in the area of communications channels with a specific monitoring of Vietnamese media and partners:
 - Maintains a network of contacts with journalists to assure effective coverage of UN and agency specific issues, activities and projects in the country and advises UN management on relevant issues;
 - Organizes and coordinates press conferences, press launches and other media activities for high level UN, agency specific publications and events;
 - Plans and conducts field trips for journalists;
 - Overall responsibility for implementation of internal communications activities in cooperation with Communications Officer (P3).

6. Maintains close working relationship with senior management of participating agencies (UNFPA, UNAIDS and UNV) Viet Nam; Preempts and responds to information and communication needs.
7. Develops partnerships with (national) individuals, groups and organizations, in and external to the UN, whose support is essential to the achievement of communication objectives, including staff associations, and relevant Programme Coordination Groups.
8. Provides oversight and management to the work of the General communication team in close consultation with the other Liaison Officers and under the overall guidance of the team manager. Identifies, recruits and supervises technical resources and consultants as necessary for the above activities.

IV. Impact of Results

The key results have an impact on creation of effective communications and dissemination of information on UNDP as UN's global development network. In particular, the key results have an impact on implementation of UNDP communications and publication strategies, as well as reaching resource mobilization targets. Communications becomes a strong component of business development in the CO.

V. Competencies

Knowledge of current theories and practices in communication research, planning and strategy, and the role of mass media;

Knowledge of current theories and practices in internal communication in context of organisational change;

General ability to express clearly and concisely ideas and concepts in written and oral form; specific skills in writing press releases and articles/stories for traditional and electronic media in both English and Vietnamese language;

Proven ability to conceptualize, plan and execute ideas, as well as impart knowledge and teach skills;

Supervisory and managerial skills;

Proven ability in project management and effectively leading a task team;

Proven ability to effectively manage relationships with media representatives, government officials and other partners;

Excellent knowledge of computer systems and Microsoft Applications. An excellent command of internet navigation, Word Processing, PowerPoint, database search and interactive digital media;

Proven ability to work as part of a team;

Excellent interpersonal, analytical, negotiating, communication and advocacy skills;

Excellent organizational skills;

Ability to plan, manage and work in high-pressure situations under tight deadlines.

VI. Recruitment Qualifications

Education:	Master degree in Communication, Journalism, Public Relations; or equivalent professional work experience in the communication area, combined with a university degree in a related field.
Experience:	7 years of relevant experience at the national or international level in public relations, communications or advocacy. Previous experience with a multilateral or international organization is helpful but not mandatory. Experience in the usage of computers and office software packages, good knowledge and experience in handling of web-based management systems.
Language Requirements:	Fluency in the UN and national language of the duty station

VII. Signatures- Post Description Certification

Incumbent *(if applicable)*

Name Signature Date

Supervisor

Caroline den Dulk, Comm. Manager

Name / Title Signature Date

Chief Division/Section

Setsuko Yamazaki, CD

Name / Title Signature Date