



United Nations Population Fund

Job Description

Job Title	National Post: Communications Assistant, SB3-SC5, Damascus, Syria
Job ID	24663
Location	Arab States
Full/Part Time	Full-time
Regular/Temporary	Regular

How to Apply: Interested and qualified candidates can apply to the below link:

https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=24663&SiteId=1&PostingSeq=1

Rotation

This post is non-rotational.

Background Information

PLEASE NOTE THAT THIS VACANCY IS OPEN ONLY TO NATIONALS OF SYRIA.

Closing Date: 23 July 2019

Contract type: Service Contract

Duty Station: Damascus

Duration: one year renewable (*)

(*) No expectancy of renewal in accordance with UN Staff Regulations 4.5

Main Tasks & Responsibilities

Under the overall guidance of the UNFPA Representative direct supervision of the Head of Communication Unit and in close coordination with the Deputy Representative, the applicant will carry out the following tasks.

Summary of key functions:

- Contributing in drafting and editing articles, press releases, human interest stories and other advocacy/information materials for both web-based, traditional media and social media as appropriate.
- Assisting in following up the production of advocacy and communication materials such as short movies, high quality Images, other printed & audio-visual products.
- Assisting in supporting donor's visibility efforts by contributing to various communication and visibility products customized for various donor requirements,
- Assisting in working with communication officers & Programme officers at the field office level to develop and implement Programme communication strategy, under the lead of the Head of Communication Unit
- Helping in preparing background communication and promotional materials for briefing and visits of national media, donor, national representatives and other special interest groups.
- Supporting in developing fact sheets/ Ingo graphs, using standard formats with inputs from the UNFPA Field Offices.
- Providing assistance in preparing high quality reporting inputs for mandatory UNFPA and UN-wide reporting tools such as monthly sitreps and other products.
- Providing help to organize and generate public support for special events and activities to promote country office Programme at the field office level.
- Helping in maintaining an up to date database for advocacy materials, as well as photography and audio-visual materials at the field level.
- Contributing to develop and maintaining close collaboration with media represented in Syria, as well as with groups and agencies whose support is essential to the achievement of advocacy and communication objectives.

Qualifications and Experience

- University degree in Journalism and media / Human Science or related field with 2 years minimum of relevant experience in a similar role with journalistic and media skills including writing, photography or videography expertise.

- Or Completed High school with 5 years of relevant experience in a similar role with journalistic and media skills including writing, photography or videography expertise.

High level of proficiency in MS Office, and ability to produce external communication products (newsletters, fact sheets, short movies, press release)

Languages:

Fluency in spoken English and very good English writing skills are required. Knowledge of Arabic is an asset

Required Competencies

- Integrity/Commitment to the mandate;
- Knowledge sharing/Continuous learning;
- Working in teams;
- Analytical and strategic thinking;
- Results orientation/Commitment to excellence;
- Self and conflict management;
- Communicating information and ideas;
- Ability to plan and organize;
- Job knowledge/Technical expertise

UNFPA Work Environment

UNFPA provides a work environment that reflects the values of gender equality, teamwork, Embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.

Compensation and Benefits

This position offers an attractive remuneration package commensurate with the level of the post. The package includes a competitive net salary plus cost of health insurance and other benefits.

Disclaimer

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