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Swiss Agency for Development and Cooperation SDC
Agenția Elvețiană pentru Dezvoltare și Cooperare
Швейцарское управление по развитию и сотрудничеству

Project Communication Outreach Assistant

Job title:	Project Communication Outreach Assistant
Level:	SB 3.2
Position Number:	
Location:	Chisinau, Republic of Moldova
Full/Part time:	Full time
Fixed term/Temporary:	Service Contract
Rotational/Non Rotational:	Non Rotational
Duration:	1 year (with possibility of extension until 14 October 2022)

The Position:

The Project Communication Outreach Assistant is responsible for developing and implementing communication and advocacy activities contributing to the Output 3 of the UNFPA 3rd Country Programme 2018 – 2022 “Increased national capacity for addressing sexual and reproductive health and reproductive rights of all young people in national policies, educational and health programmes that promote human rights and gender equality”. The Project Communication Outreach Assistant will work specifically for delivering the communication and advocacy activities within two projects:

- “Joint Fund for developing youth services for young people, including those most vulnerable”, supported jointly by Ministry of Education, Culture and Research of the Republic of Moldova and UNFPA Moldova, and
- “Strengthened Participation and Civic Engagement among Young People in Moldova” supported by Swiss Agency for Development and Cooperation in Moldova (SDC) and implemented by United Nations Population Fund (UNFPA) in Moldova.

You will report directly to the UNFPA Communication Analyst.

How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:

The projects, implemented as part of the UNFPA 3rd Country Programme 2018 – 2022, complements each other. The Joint Fund will revamp the National Network of Youth Centers; position them as go-to centers at the local level for the out-of-school development and participation of young people. While the SDC project will strengthen the civic engagement and participation among young people, with active involvement of the Youth Centres.

You will play an important role in promoting National Network of Youth Center and increasing awareness on civic engagement and participation among young people. You will analyze relevant political, social and economic developments when planning, implementing projects' communication, and advocacy activities. You will work under the guidance of the Project Officers to harmonies the communication and advocacy of both projects and deliver a unified message at the national and local levels.

You will apply and promote the principles of results-based management (RBM), as well as a client-oriented approach consistent with UNFPA rules and regulations. It is expected that you maintain collaborative relationships with all programme and project staff from UNFPA CO.

You would be responsible for:

A. Ensure efficient projects' internal and external communication:

- Pro-actively manage internal and external communication activities, aimed at informing and engaging relevant target groups around project' goals and objectives;
- Ensures the development and coordination of the projects' communication strategy, action plans, and public awareness campaigns, in collaboration with project's team and UNFPA programme staff, under overall guidance and supervision of the UNFPA Communication Analyst;
- Develops and maintains active communication with traditional and social media networks, as well as with civil society groups and organizations essential to achieving projects' objectives;
- Assist, when necessary, project-implementing partners with communication and advocacy messages related to the projects' goal.

B. Ensure projects' visibility:

- Coordinates the establishment and content development and update of the projects' website and social media accounts if decided to be established;
- Prepares, in coordination with projects' team, background communication and promotional materials for briefings and visits of journalists, donors, senior government officials and other groups;
- Establishes/maintains an up-to-date documentation center for publications, press releases and clippings, as well as photographic and audio-visual materials of the projects;
- Facilitates the projects' team to report on project results.

C. Develop and implement projects' advocacy activities:

- Drafts and edits articles, press releases, human interest stories, social media content and other advocacy/information materials of the project (films, infographics, leaflets, etc.);
- Identifies success stories of young people, Youth Centres and examples of civic engagement/ participation models at the local level and promotes them in traditional media and social media, to inspire and boost positive behavior change at the community and national level;
- Organizes media field trips to communities to document good practices and seeks the involvement of decision makers and donors for greater visibility, advocacy and positioning of project's agenda.

Carry out any other duties as may be required by UNFPA leadership, which contributes to the projects' efficient implementation.

Qualifications and Experience

Education:

University Degree in communications, journalism, public relations or related field.

Knowledge and Experience:

- At least 5 (five) years of experience in the field of communication, journalism, public relations.
- Experience in managing the communication activities of development projects, preferably on social issues/youth topics
- Strong communication, interpersonal and organizational skills.
- Good understanding and use of new media tools, including social media.

Languages:

- Fluency in Romanian and English is required.
- Working knowledge of one or more additional languages relevant for Moldova, including Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

Required Competencies

<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Advocacy/Advancing a policy-oriented agenda, • Leveraging the resources of national governments and partners/ building strategic alliances and partnerships, • Delivering results-based programmes,
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	<ul style="list-style-type: none">• Internal and external communication and advocacy for results mobilization
Core Competencies: <ul style="list-style-type: none">• 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	

Compensation and Benefits

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

This is a local position, therefore only citizens of the Republic of Moldova or others legally authorized to work in the country are eligible to apply.

Disclaimer

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>