

## UNICEF Vacancy Announcement

VN #	Title of the post	Level	Post #	Section/Location
025	Communication for Development Specialist	NO-D	41894	Communication Section

**Closing Date: 25 November, 2009**

### MAIN DUTIES AND RESPONSIBILITIES:

Develops a strategy to get children's issues into the public domain and strengthen political will in support of UNICEF's mission and objectives, including communication assessment and analysis, development of a communication plan, strategic use of resources and involvement in key programme processes, especially situation analysis, reviews and evaluations. Monitors and evaluates its impact.

Handles external and donor relations and develop close collaboration with UNICEF's international partners and the international media through developing a yearly donor relations work plan in close relation with the fundraising unit, quality reporting on progress and constraints of the country programme implementation, planning and organizing visits to project sites, facilitating photo coverage and TV footage and ensuring proper visibility for donors.

Adapts and disseminates advocacy materials from NY, Geneva and the Regional Office to identify target audiences, arranging translation into local language(s) as necessary, identify the need for additional materials/activities, such as media awards, radio and television programmes, publications photographs websites, etc. to advocate and promote organizational goals within the country, and manages their production and distribution to the target audiences.

Coordinates website management and ensuring regular updates of the content, in order to promote children's rights and the dissemination of information and knowledge on the situation of children and women in Bangladesh to a large audience.

Develops partnerships with national and international groups and organizations, whose support is essential to the achievement of advocacy and communication objectives in country and worldwide, and strengthens their capacity through appropriate advocacy and communication training, access to updated information, supplies and equipment and through experience-sharing.

Advises the Communication Officer on the effective and strategic use of tools of mass communication, including social media, press briefings and conferences and non-media outreach.

Identifies, recruits and supervises technical resources and consultants as necessary for the above activities. Support the Section Chief in section management, planning, implementation, and monitoring of the annual work plan as needed.

Assists HQ and the Regional Office in identifying and obtaining feature stories and other materials to facilitate global/regional advocacy and fund-raising activities, particularly in support of National Committee efforts to mobilize resources.

### QUALIFICATIONS

Advanced university degree in Communication, Journalism, Public Relations; or equivalent

professional work experience in the communication area, combined with a university degree in a related field.

## WORK EXPERIENCE

Eight years progressively responsible professional work experience in communication, print and broadcast media or interactive digital media, four years of which should be in developing countries, and two at the management level.

## OTHER SKILLS

- Knowledge of current theories and practices in communication research, planning and strategy, and the role of mass media.
- 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.
- Proven ability to conceptualize, plan and execute ideas, as well as impart knowledge and teach skills.
- Proven ability to effectively manage relationships with media representatives, government officials and other UNICEF partners.
- Knowledge of computer systems, including internet navigation, office applications, and specifically, interactive digital media.
- Proven ability to work as part of a team.

## COMPETENCIES:

Commitment	Communication	Managing Resources
Drive for Results	Influence	Leading Vision and Change
Embracing Diversity	Building Trust	Strategic and Global Thinking
Integrity	Flexibility	
Self-Awareness and Self-Regulation	Judgment	
Teamwork	Networking	
	Technical Leadership	

## COMMUNICATIONS:

Applications with CV should be forwarded to the Chief, Human Resources, UNICEF-Bangladesh, Sheraton Annex, 1 Minto Road, Dhaka-1000, by **25 November 2009**. Please mark on the envelope the post applied for. **Only short-listed candidates will be called for written test/interview. Any attempt to unduly influence UNICEF's selection process will lead to automatic disqualification of the applicant.**

***UNICEF IS COMMITTED TO GENDER EQUALITY IN ITS MANDATE AND ITS STAFF.  
WELL QUALIFIED CANDIDATES, PARTICULARLY FEMALES ARE STRONGLY ENCOURAGED  
TO APPLY***