

TERMS OF REFERENCE

Junior Professional Officer (JPO)

I. General Information:

Title:

Communication Senior Officer

Sector of Assignment:

Communication

Country:

Senegal

Location (city):

Dakar

Agency:

United Nations Office for Project Services

II. Supervision:

Name of Supervisor: Mme Maria Silvia GALLO

Title of Supervisor:

Director, Senegal Operational Hub

Content and methodology of supervision:

The Communication Senior Officer will work in close collaboration with the MCO Director, the Partnerships and the Programme teams. Regular day-to-day interaction is complemented by weekly review meetings. The Communication Senior Officer carries out day-to-day work independently in accordance with the established policies and procedures, with limited supervision. Guidance is provided for unusual problems and for matters related to updating of procedures. The Communication Senior Officer and the supervisor will discuss performance against the established work plan regularly.

III. Duties, Responsibilities and Output Expectations:

Under the direct supervision of the SNMCO Hub Director, the Communication Senior Officer will perform the following duties and responsibilities:

1. Communication

- Support the development and management of a communication plans UNOPS Office in Senegal
- Produce high quality communications and visibility materials in French and in English
- Prepare articles to increase visibility of UNOPS and its Partners on websites and Social Media
- Oversee preparation of short videos and photo stories of projects during their implementation
- Address ad-hoc communication requests
- Ensure the production of external communication materials and products (brochures, information documents, newsletters, etc.)
- Collect project achievements to support external communication of results and lessons learned from SNMC projects
- Represent SNMCO in communication and knowledge management initiatives
- Support the implementation and monitoring of existing and newly developed project communication plans
- Follow-up on outstanding SNMCO projects to ensure that the achievements of these projects are properly captured in the right communication formats for external outreach purpose and for partner satisfaction
- Liaise with communications focal points of partner organizations to ensure that communications strategies are aligned between UNOPS and partner organizations on existing projects
- Coordinate with partner organizations during project implementation to ensure that joint communications are organized as much as possible (for example, joint press trips to field sites, etc.)
- Develop content, presentations, correspondence, briefings, talking points and all other external communication material including content for social media
- Liaise with the Communications Group in Head Quarters as well as project communication focal points colleagues on communication matters when necessary
- Assist with developing outreach and other events in coordination with the HQ Communication Group.

- Facilitate and support the implementation of different projects visibility events planned within the framework of the projects and ensure their dissemination to the various stakeholders.

2. Partnership Engagement

- Develop communication plans for each project during and/or after the project development phase whenever requested by donors and/or Hub
- Develop factsheets and capacity statements that are used to communicate the value-add of UNOPS to external partners, including but not limited to Ministries/Governments and financing bodies such as World Bank, IsDB and EU

3. Reporting

- Coordinate and review project reporting to donors
- Ensure that reports are produced to a high quality, and are submitted as per the required schedule of reporting to different donors
- In conjunction with program and project managers, ensure the timely delivery of progress reports to donors and project partners in compliance with coordination requirements
- Maintain regular contacts with all project teams to ensure timely and accurate data relating to the progress of works
- In close consultation with the PMO and Support Services ensures adherence to internal reporting mechanisms
- Prepare briefing notes for internal and external audiences on program/support services performance and other issues, as and when required
- Establish and maintain project results files or similar to gather and document key results emerging from projects
- In close collaboration with the PMO and Support Services actively support projects operational and financial closing processes to ensure timely submission of Final Financial Report to donors

4. Knowledge Management

- Implement daily aspects of SNMCO's Communication Strategy
- Analyze all aspects of good performance, identifying good practices, lessons learnt and opportunities for improvement
- Develop, maintain and update partners and clients contact list/database

IV. Impact of the Results

The Hub has consistent messaging across multiple platforms regarding our projects and operations.

V. Qualifications and Experience

Education

- A Master degree in business administration, development studies, political science, international relations, journalism, social media, social science, is required.
- A bachelor's degree combined with 2 additional years of relevant experience may be accepted in lieu of the MA.

Work experience

- A minimum of 2 years of experience in communications and report writing is required
- Knowledge of the UN system and familiarity with UNOPS procedures is an advantage
- Experience of working in conflict or post-conflict environments is highly desirable
- Skills in High level presentation, interpretations and communications writing are required.

Languages requirement

- Full working knowledge of French and English is essential.

VI. Learning expectations

Upon arrival, the Communication Senior Officer will go through an orientation period.

Other training components will depend very much on the specific training needs and wants of the successful candidate, and supplementary on-the-job training activities could be arranged as appropriate.

Upon completion of the assignment, the Communication Senior Officer will be able to

carry out all the functions listed under section III above in a competent, effective and efficient manner. The Communication Senior Officer will have acquired a thorough inside knowledge as to how UNOPS and other UN agencies operate in the field.

VII. Background Information

The Communication Senior Officer will work with the Hub Director and will liaise with the head of country and Project Managers.

The UNOPS SNMCO provides development services to Governments in Francophone and Anglophone West Africa to Development agencies (UE), International Financial Institutions (WB, ISDB) or bilateral donors (Japan). SNMCO supervises and monitors a portfolio of projects in the Francophone and Anglophone countries of the sub-region, under the supervision of the Hub Director.

The Office manages development projects in infrastructure, procurement, poverty alleviation, support to UN Missions, or DDR. It focuses mostly, but not only, in post-crisis / fragile states, such as Mali, Guinea, Niger, or Guinea Bissau, where UNOPS can bring value to its partners.

The Operational Hub is composed of three sections: a Partnership Unit, a Programme Section and a Support Section. The JPO will also be expected to travel with Senior Managers on official missions to countries covered by the Hub, in line with applicable security instructions.

VIII. Information About Living Conditions at the Duty Station

Dakar is the capital city of Senegal, located on the Cap-Vert Peninsula, on the country's Atlantic coast. The population of Dakar is estimated at 1.278 million people (2023).

Dakar is a large, yet peaceful city, with access to most amenities and services. It is a major administrative centre, home to the National Assembly of Senegal and Senegal's President's Palace. It hosts a number of international organizations and offers an attractive international working and living environment.

The Dakar climate is quite mild. Characterized by a hot semi-arid climate, with a short rainy season and a lengthy dry season. The rainy season lasts from July to October



while the dry season covers the remaining eight months. Between December and April, the city is usually pleasantly cool. Nights during this time of the year are comfortable. Between May and November, the city becomes decidedly warmer.