

33. A. General Information

JPO functional title: Advocacy and Communication Analyst

Main sector of assignment: Advocacy and Communication

Duty Station: Tashkent, Uzbekistan

The UNFPA Junior Professional Officer (JPO) Programme is intended to provide on-the-job training for young professionals who wish to obtain practical experience in development assistance. It gives them an opportunity to acquire professional knowledge in population projects in a developing country.

B. Supervision

Title of Supervisor: Assistant Representative, NOC

C. Duties and Responsibilities

Under overall guidance of the UNFPA Representative and direct the supervision of the Assistant Representative, the JPO contributes to the effective conceptualization, planning, coordination, implementation and monitoring of the annual communication work plan of the UNFPA Uzbekistan country office. The JPO is the focal point for communication activities in the country office working collaboratively with other communication and programme staff in the country office and with regional and headquarters communication and media specialists in UNFPA and other agencies. He/she provides substantive inputs to media, communication and advocacy aspects of the country programme. S/He assists with advocacy and fundraising work.

1. Supports preparing, producing and distributing communications materials and products: Develops and maintains a set of briefing notes/fact sheets on UNFPA and population issues.
 - Identifies and proposes storylines to be developed and disseminated through different channels including articles, documentaries, policy briefs on UNFPA interventions, etc.
 - Coordinates drafting and editing of articles, press releases, human interest stories, social media content, videos and other advocacy/information materials.
 - Leads on the production of advocacy and communication materials (e.g., films, infographics, podcasts, video, audio-visual, etc.) for national and regional campaigns, and oversees the qualitative aspects of production (e.g. quality control, translation, review of layouts and graphic design) to ensure the highest standards and compliance with UNFPA style and policies;
 - With input from relevant staff in the office, reviews/prepares talking points and speeches for the Representative.
 - Reviews and edits communication materials prepared by other staff to ensure high quality from a communications point of view, e.g. fundraising proposals, donor reports, fact sheets and knowledge assets.
 - Oversees production/printing of communications materials and publications (print or electronic/digital).
 - Supports in management and maintaining the country office website and Facebook and twitter accounts.
 - Actively contributes to the UN Communication Group.
2. Supports UNFPA advocacy and resource mobilization efforts
 - Supports planning and implementation of UNFPA advocacy events in accordance with the annual communication work plan.
 - Prepares relevant documentation, i.e. proposals, concept notes, donor briefs.
 - Working with relevant other staff, supports preparation of donor reports ensuring high standards of editing, layout and branding.
3. Contributes to the preparation of annual and quarterly work plans.
4. Support all the required communication activities in relation to the upcoming Population census in Uzbekistan.
5. Act as a facilitator or trainer in areas of his/her knowledge as required.
6. Other duties related to Advocacy/Communication as requested by the Assistant Representative.

D. Qualifications and Experience

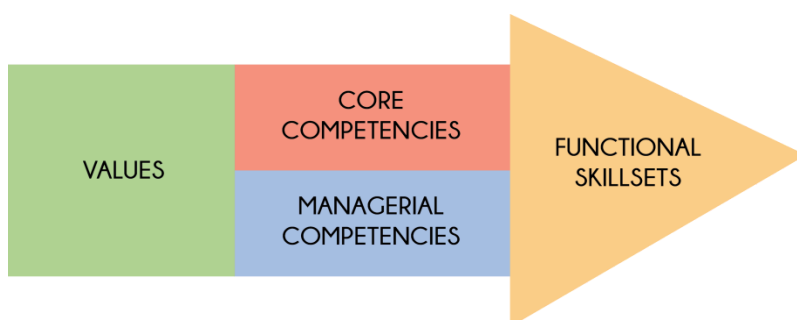
- Postgraduate degree in communications or related area
- At least 2 years of experience in working on communication's, preferably in development programs
- Experience in designing communications materials and content for press, policy briefs, speeches and websites and social media platforms.
- Prior experience in developing countries is an asset.
- Fluency in English. Knowledge of Russian is an asset.
- Ability to write clearly and concisely
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members and counterparts from different national and cultural backgrounds
- Ability to write clearly and concisely.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.

E. Learning Elements

Upon completion of the assignment, the JPO will be able to:

- Design & develop communications materials which advance UNFPAs mandate in the areas of SRH, gender, youth, population dynamics.
- Have skills to engage a multi sectoral program team in the design and implementation of communications work.

F. Required Competencies



Values: Exemplifying integrity, Demonstrating commitment to UNFPA and the UN System, Embracing diversity in all its forms, Embracing change.

Core Competencies: 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.

Functional Skill Set:

- A solid understanding of the development context, with methodological approaches to identify stakeholder needs and gender issues.
- Willingness to interact with different stakeholders, especially primary stakeholders;
- Technical report writing skill and a high-level of computer literacy.
- Fluency in written and spoken English is required for the post.
- Good personal organization, interpersonal and communication skills.
- Working at national and sub-national level in national development issues is an asset.
- Experience in translating results to communication and advocacy, and cooperation with media will be an asset.

G. Background Information

Information on the receiving office:

UNFPA Country Office consists of one international staff – Representative, and national staff, including the Assistant Representative (direct supervisor of the JPO on Adv/Com), Program officers in Reproductive Health, Population Dynamics, Gender and Youth, Program Associate on Adv/Com, Programme assistants, and Operations staff.

With a population exceeding 30 million, Uzbekistan is the most populous country in Central Asia. The country's population is predominantly young with children under the age of 15 comprising about 35 percent of the total population, and youth under 24 accounting for nearly two-thirds. Since 1993, UNFPA has been working closely with the government and civil society to advance sexual and reproductive health and rights, promote gender equality, improve access to family planning information and services and ensure youth-friendly health services.

Working under the overall umbrella of the United Nations Development Assistance Framework for Uzbekistan 2016-2020, UNFPA is currently implementing its fourth Country Programme for the period of 2016-2020 under which UNFPA continues to focus on:

- Promoting reproductive health and rights;
- Ensuring equal rights and opportunities for men and women;
- Linking population dynamics, and development;
- Working with adolescents and youth.

More information about UNFPA Uzbekistan can be obtained at <https://uzbekistan.unfpa.org/en>

Family / Non-family Duty Station – means that you are not allowed to bring any family members:

Tashkent is a family duty station.