



## UNITED NATIONS CHILDREN'S FUND JPO Request Form



### Training and Learning Plan

- ✓ Participation in a one-week JPO Induction Programme in New York.
- ✓ Guidance and advice in relation to training opportunities within the field of expertise.
- ✓ Use of yearly JPO training funds for internal/external training opportunities.
- ✓ Participation in the Mentoring, Coaching, and Career Counselling and Career transition programmes.
- ✓ Encourage field mission and/or stretch assignment during and after the 2<sup>nd</sup> year.

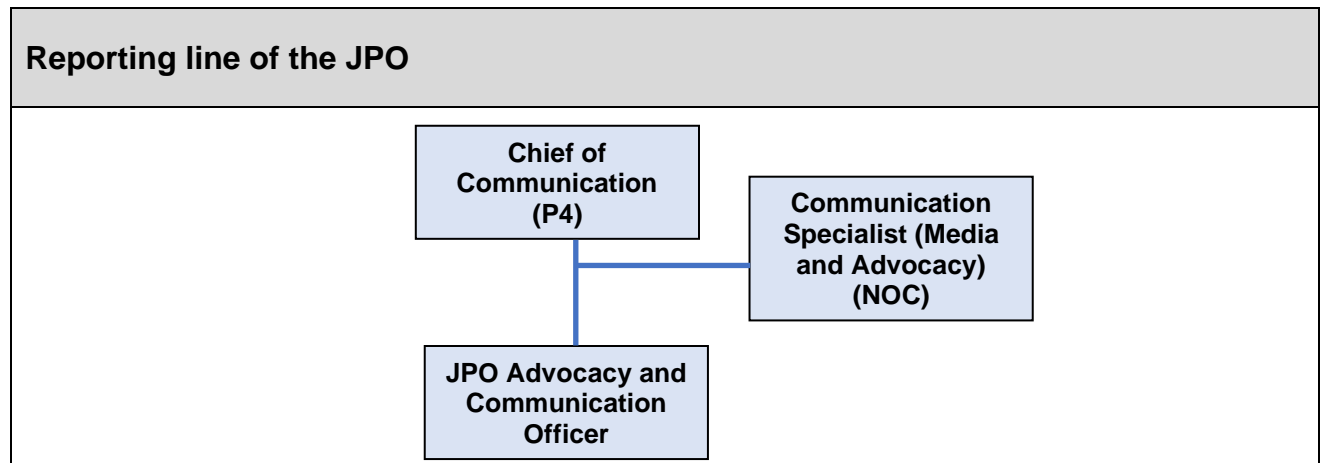
In addition, the JPO will benefit from the following specific learning opportunities in the receiving office:

- ✓ Exposure to range of country programme strategies relevant in an upper-middle income context as well as close collaboration with the marketing and private sector fundraising teams.
- ✓ Participation in local, regional and global sector webinars.
- ✓ Advocacy priority areas such as Child Rights, Climate and Child Protection and Social Protection are strategic areas for UNICEF, hence the skills and experience gained in this position will create a strong foundation for a

future career with UNICEF. While post establishment depends on fund availability, the capacity in this area will continue to be in high demand.

- ✓ Communication and Advocacy capacity has been strategically strengthened in the Malaysia Country Office and the upper-middle income context provides a unique opportunity to develop advocacy models that are innovative and of high relevance for other UNICEF country offices in the region.
- ✓ The Chief of Communication will supervise the post and has extensive experience of supervising and mentoring young professionals. Support and guidance on career management is regularly given to staff, interns, young UNICEF colleagues, consultants, JPOs and UNVs as they are all part of the Communications team and overall Malaysia Country Office team.

<b>Information and living condition of Duty station: [Kuala Lumpur/Putrajaya, Malaysia]</b>	
General Information	<p>UNICEF Malaysia has two offices, one in Putrajaya which sits within the UN common premises and the other is in the city centre of Kuala Lumpur.</p> <p>Putrajaya is the administrative capital and the judicial capital of Malaysia. The seat of the federal government and the judiciary of Malaysia was moved in 1999 and 2003 from Kuala Lumpur (KL) to Putrajaya because of overcrowding and congestion in KL. KL remains as Malaysia's national capital city per the constitution and is still the seat of the head of state (Yang di-Pertuan Agong) and the national legislature (Parliament of Malaysia), as well as being the country's commercial and financial centre.</p>
Security	Kuala Lumpur/Putrajaya is classified as hardship level A - Family Duty Station as per the UN security management system in Malaysia.
Housing	Different types of high quality, affordable and short/long-term accommodation are available in Putrajaya and Kuala Lumpur: standalone houses, houses in gated compounds and apartments. These could be furnished and/or fully serviced, or unfurnished. Advertisements of rental opportunities are also posted on, <a href="https://www.propertyguru.com.my/">https://www.propertyguru.com.my/</a> and real estate agents are all registered with a national governing board.
Schools & Childcare	Most of the international staff's children attend international schools with an academic system that is widely recognized abroad. International schools often include kindergarten and pre-school classes for younger children. Malaysia has a world class international school system and a national registration for childcare centres and services.
Work for spouses & partners	Work opportunities for spouses/partners are limited. However, if hired by any organization a work permit must be applied for through the same hiring organization.





## UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

### I. Post Information

Job Title: JPO Advocacy and Communication Officer  
Supervisor Title/ Level: Chief of Communication, P4  
Organizational Unit: Communication Section  
Post Location: Kuala Lumpur, Malaysia

Job Level: Level 2  
Job Profile No.:  
Job Classification Level:

### II. Strategic Office Context and purpose for the job

#### **Strategic office context:**

UNICEF Malaysia is a unique country office in that it is in an upper middle-income country, but one with significant remaining disparities and inequalities where both advocacy and programming approaches are required. UNICEF adds value by influencing the development narrative of the country through quality evidence generation, evidence-based advocacy, and policy recommendations, supported by partnerships and alliances with civil society, the private sector, academia, and think tanks.

This JPO position will play an integral part in leveraging advocacy, alliance building and partnerships for children. UNICEF has worked in Malaysia continuously for 70 years, focusing on the most pressing needs of children. The role will offer firsthand insights into advocating with the Malaysian government, civil society organizations, the private sector and various integral stakeholders for child rights, leveraging influence and partnership to achieve positive change for children.

Visit this link for more information on UNICEF in Malaysia: <https://www.unicef.org/Malaysia/>

#### **Purpose of the job:**

The JPO will provide technical, operational and administrative assistance to the functions of the Advocacy side of the Communication and Advocacy section at Malaysia Country Office with particular focus on climate, child rights and child protection advocacy strategy development. The Officer will support the development of advocacy and communication content with the aim of advancing UNICEF's positioning as thought and knowledge leader as well as contributing to advocacy objectives under the above-mentioned programme priorities. In close collaboration with the Communication Section and Programme leads s/he will be accountable for the design and delivery of high-quality communication products (e.g., advocacy briefs, social media content, position papers, knowledge products) and contribute to the implementation of the Malaysia Country Office communication strategy.

Under direct supervisor of the Chief of Communication the JPO will be responsible for the following key functions/accountabilities:

- 1. Advocacy strategy development support**
- 2. Communication initiatives and products in support to Country Office advocacy outcome**
- 3. Technical support to implement the Country Office communication strategy.**

### **III. Key functions, accountabilities and related duties/tasks:**

#### **1. Regional advocacy strategy development support**

- To support the development of advocacy strategies in collaboration with colleagues from programmatic advocacy results areas
- To lead on elements of the strategic process, including via workshops with key colleagues to think through key advocacy objectives, barriers to their support, tactics and activities and a monitoring and evaluation framework.
- To assist in proper information flow and coordination across relevant teams and stakeholders across the organization, defining target audiences develop tailored messaging.
- To support data analysis of evidence-based advocacy documents aligned with the strategic advocacy areas.

#### **2. Communication initiatives and products in support of advocacy priorities**

- Contribute to developing advocacy and communication strategies and workplans including producing compelling content. Coordination of multi-media and interactive content and ongoing support to the production of innovative advocacy and communication products.
- Monitor and evaluate the appropriate and timely dissemination of advocacy and communication materials to target audiences and participate in the evaluation of their impact.

#### **3. Technical support to implement the Country Office communication strategy**

- Assist in the implementation of the Country Office communication strategy, developing innovative communication products (offline and online) and design and deliver high-quality communication products (e.g.; advocacy briefs, social media content, position papers, knowledge products) and contribute to the implementation of the Malaysia Country Office communication strategy.

### **IV. Impact of Results**

The support provided by the Advocacy and Communication Officer will be an integral part of the Communication Section strategic role to enable and drive achievement of advocacy objectives. When done effectively, the achievement of the advocacy results will improve child rights realization in various areas (climate, participation, access to social services, access to child protection systems) and reduce inequalities in the country. The work at the UNICEF Malaysia Country Offices will also provide a rich exposure and experience to the incumbent and will in turn contribute to building his/her knowledge across key sectors for children and young people, including policy and legislative frameworks.

## V. Competencies and level of proficiency required

<p><b><u>Core Values attributes</u></b></p> <ul style="list-style-type: none"> <li>• Care</li> <li>• Respect</li> <li>• Integrity</li> <li>• Trust</li> <li>• Accountability</li> </ul> <p><b><u>Core competencies skills</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrates Self Awareness and Ethical Awareness (1)</li> <li>• Works Collaboratively with others (2)</li> <li>• Builds and Maintains Partnerships (1)</li> <li>• Innovates and Embraces Change (1)</li> <li>• Thinks and Acts Strategically (2)</li> <li>• Drives to achieve impactful results (2)</li> <li>• Manages ambiguity and complexity (1)</li> </ul>	<p><b><u>Functional Competencies</u></b></p> <ul style="list-style-type: none"> <li>• Persuading and influencing (1)</li> <li>• Applying technical expertise (1)</li> <li>• Learning and researching (2)</li> <li>• Planning and organizing (2)</li> </ul>
--	--

## VI. Recruitment Qualifications

Education:	A university degree in one of the following fields is required: International development, political sciences, communications, journalism, public policy or related fields.
Experience:	<p>A minimum of two years of professional experience in one or more of the following areas is required: Advocacy, campaigning, international development, communications, journalism, public policy or related fields.</p> <p>Demonstrated excellence in clear, concise and convincing writing and communication skills, including public speaking and presentations is preferred, as well as demonstrated experience of Communication and Advocacy practice, methodology and practical application.</p> <p>Knowledge of current theories and practices in communication research, planning, strategy, and activity delivery is considered an asset.</p>
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset