



**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 about 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 missions and/or stretch assignments during and after the second year.

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

- ✓ Hands-on experience on developing, planning, implementing, monitoring and evaluation an advocacy communication strategy.
- ✓ Opportunity to work with the regional communication team and to participate in regional advocacy.

- ✓ Collaboration with experts from other UNICEF units and external partners, allowing the JPO to build a professional network in the field of communication.
- ✓ Opportunity to gain knowledge in partnerships and resources mobilization.
- ✓ Access to a variety of internal learning platforms.

Career prospects:

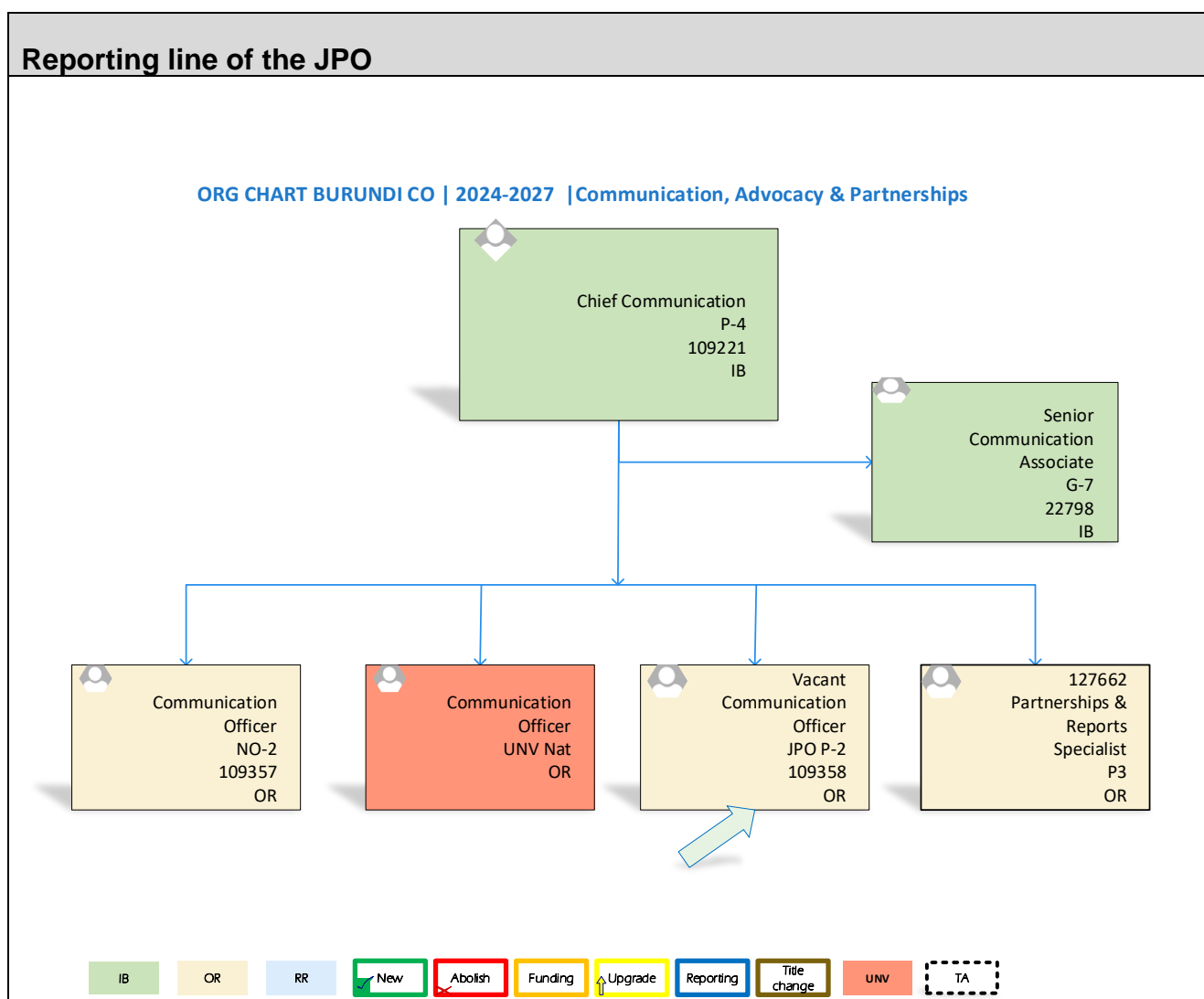
The JPO position offers significant career development opportunities within the UNICEF system and the broader UN network. After the completion of the JPO assignment, the skills gained in Communication and advocacy will make the JPO a strong candidate for higher-level positions within UNICEF, other UN agencies, or international NGOs.

There is also the potential for retention within UNICEF or other UN organizations, especially in roles focusing on the related fields. The JPO will have developed expertise.

The JPO will be under the supervision of the Chief Communication, Advocacy and Partnerships. The section has a good record of recruiting junior staffs with 1 UNV and 1 intern currently working in the team.

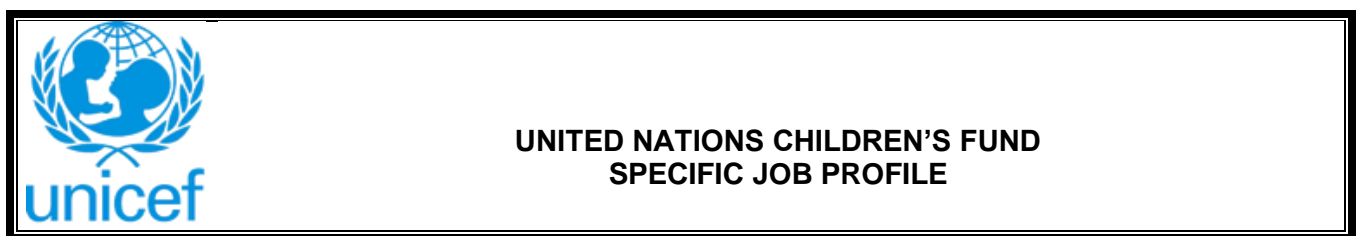
Information and living conditions of Duty station: [For Filed Office locations only]	
General Information	<p>Burundi is a small landlocked country with a land surface of 27,834 m² situated in the Great Lakes region of East Africa. It is one of Africa's most densely populated countries, with an estimated population of 12.8 million, 47% of whom are children.</p> <p>Bujumbura is Burundi's former capital, largest city, and main port. Bujumbura features a tropical savanna climate with distinct wet and dry seasons. Its wet season is from October to April, while the dry season covers the remaining five months. Despite being close to the equator, Bujumbura is not as warm as expected due to its altitude. Average temperatures are constant throughout the year, with the high temperature at around 29 °C (84 °F) and the low temperature at around 19 °C (66 °F).</p> <p>Bujumbura's main attractions include its many museums, parks, and monuments. The city's museums include the Burundi Museum of Life and the Burundi Geological Museum. Other nearby attractions include the Rusizi National Park, the Livingstone-Stanley Monument at Mugere (where David Livingstone and Henry Morton Stanley visited 14 days after their first historic meeting at Ujiji in Tanzania), the presidential palace, and the source of the southernmost tributary of the Nile, described locally as the source of the Nile.</p> <p>Bujumbura is in a prime location on the shores of Lake Tanganyika. Outside the city are some of the best inland beaches in Africa, plus several idyllic beachfront bars and restaurants.</p>
Security	<p>The country is at the level of Security 3, in Bujumbura which corresponds to "Moderate", and 4 elsewhere (which is considered as substantial). All United Nations personnel must scrupulously comply with UNDSS procedures and recommendations during their assignment to Burundi. Theft and burglary are the main incidents that can occur against UN personnel.</p>
Housing	<p>Bujumbura is equipped with an appropriate level and wide range of housing infrastructure and comfort, but water and electricity availability can be unstable, requiring the use of generators which are usually provided by the landlords, otherwise may need to be acquired by the tenants. It is possible to rent unfurnished and furnished accommodations. It is also possible to co-rent and share private accommodations, which must comply with UN Security Standards. The cost of a house varies between US\$1,500 and US\$3,000. The security colleague will show you the security perimeter for UN staff.</p>

Schools & Childcare	<p>Three main International accredited schools are located in Bujumbura.</p> <ul style="list-style-type: none"> ▪ École Française Nelson Mandela (Maternelle, Primaire et Secondaire) École Française de Bujumbura (ecole-francaise-bujumbura.com) ▪ École Belge (Maternelle, Primaire et Secondaire) Ecole Belge Burundi (ebburundi.org) ▪ Burundi American International Academy Burundi American International Academy – Knowledge, Passion, Excellence (baiaexcellence.org)
Work for spouses & partners	Work opportunities for spouses/partners are possible within UNICEF and the UN system. However, work permits should be obtained through the same hiring organization.



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You may use the GJP or the Specific JD for the below sections



I. Post Information	
Job Title: Communication Officer Supervisor Chief Communication, Advocacy and Partnerships / P4	Job Level: P2 Job Profile No.: Job Classification Level:

Organizational Unit: Communication, Advocacy and Partnerships Post Location: UNICEF Burundi Country Office	
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II. Strategic Office Context and purpose for the job

Strategic office context:

The Communication, Advocacy, and Partnerships (CAP) section ensures that UNICEF Burundi builds strategic partnerships for children and carries out effective advocacy to support sustainable development, particularly in early childhood and adolescent development. CAP collaborates closely with program sections to enhance communication, visibility, advocacy, and partnership/resource mobilization efforts, ensuring our work is well-represented to key stakeholders. The primary goal is to secure adequate funding for our programs. CAP also provides support to senior management on all communication and advocacy-related matters.

The section maintains strong coordination and collaboration with the Regional Office (RO), Public Partnerships Division (PPD), Private Fundraising and Partnerships Division (PFP), and the Division of Global Advocacy and Communication (DGAC).

CAP's activities focus on two key areas: Partnerships and Communication & Advocacy.

Partnerships:

The global resource mobilization landscape is becoming increasingly complex, with a growing number of crises worldwide and within the region, alongside economic challenges that have constrained available resources. Resource mobilization and partnership development in Burundi have also become more complex, requiring specialized knowledge, experience, and skills. However, emerging opportunities, such as new donors, innovative aid modalities, and private sector engagement, offer promising potential.

Communication and Advocacy:

CAP aims to elevate UNICEF's visibility and reputation in Burundi and advocate for positive change for children. The office focuses on three priority areas: Early Childhood Development (ECD) to reduce child mortality and stunting, Adolescent Development, and Climate Change. In addition to these priorities, there are "unfinished business" areas where ongoing work continues.

Burundi has a diverse media consumption landscape. Radio remains the most popular medium, with an average of 2.5 million daily listeners out of 6.8 million people aged 15 and over. Social media follows, with 1.7 million users, while television reaches fewer than one million viewers daily. The print and online press cater to a niche audience of around 243,000 daily readers.

One-third of Burundians are connected to the internet, and most internet users are active on social media. Over the past 12 months, 31% of Burundians aged 15 and over have used Facebook, making up 93% of social network users in the country. WhatsApp is used by 28%, YouTube by 19%, and Twitter by only 5%. WhatsApp leads in daily usage, with 22% of Burundians using it daily, representing 89% of daily social media activity in the country. Facebook comes second with 17% daily usage, while YouTube (5%) and Twitter (1%) have relatively low daily engagement.

Purpose for the job:

Under the supervisor's general guidance, the Communication Officer will support developing and implementing UNICEF Burundi's digital communication strategy. The JPO will focus on enhancing UNICEF's digital presence, including managing social media channels, creating multimedia content, and leveraging digital platforms to promote UNICEF's work on child rights and well-being.

The role increases visibility and engagement with key audiences, ensuring that UNICEF's digital communication aligns with organizational goals and reflects the impact of its programs.

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

Under direct supervision of the Chief Communication Advocacy and Partnerships (P4), the JPO will be responsible for the following key functions/accountabilities:

☐ Digital **Content Creation and Management:**

- Create and manage engaging digital content (social media posts, infographics, videos, etc.) tailored to key audiences on platforms like Facebook, Twitter, and Instagram.
- Ensure content is aligned with UNICEF's communication objectives and brand guidelines.
- Monitor and engage with digital communities, fostering dialogue and maintaining a positive presence online.

☐ Social **Media Strategy and Analysis:**

- Implement and optimize UNICEF Burundi's social media strategy to increase reach, engagement, and awareness of child rights issues.
- Use analytics tools to monitor performance, assess impact, and adjust insights-based strategies.
- Develop monthly and quarterly reports on digital communication metrics to inform future actions.

☐ **Campaign Support and Advocacy:**

- Support the planning and execution of digital advocacy campaigns that promote UNICEF's work in Burundi, particularly in areas like child protection, education, and health.
- Collaborate with program teams to ensure digital campaigns reflect programmatic priorities and reach target audiences effectively.

☐ **Capacity Building and Training:**

- Provide colleagues with training and guidance on best practices for digital communication, including content creation, social media engagement, and crisis communication management.
- Stay updated on digital communication trends and tools, sharing relevant insights with the team to enhance digital strategies.

IV. Impact of Results

The Digital Communication Officer JPO's contributions will significantly enhance UNICEF Burundi's ability to communicate its mission, programs, and impact through digital platforms. This will increase visibility, engagement with key audiences, and support for UNICEF's work in Burundi. The JPO will also strengthen the office's capacity to use digital tools for advocacy and knowledge-sharing, ultimately contributing to UNICEF's strategic objectives.

V. and level of proficiency required.

<p><u>Core Values attributes.</u></p> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability • Sustainability 	<p><u>Core competencies skills</u></p> <ul style="list-style-type: none"> • Demonstrates Self Awareness and Ethical Awareness (1) • Works Collaboratively with others (1) • Builds and Maintains Partnerships (1) • Innovates and Embraces Change (1) • Thinks and Acts Strategically (1) • Drives to achieve impactful results (1) • Manages ambiguity and complexity (1)
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VI. Recruitment Qualifications	
Education:	A university degree in one of the following fields is required digital communication, media, journalism, public relations, or a related field.
Experience:	A minimum of two years of professional experience in digital communication, social media management, content creation, or related fields is required. Experience in a UN system agency or similar organization is an asset.
Language Requirements:	Fluency in French and working knowledge of English is required. Knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) or a local language is an asset.