



## 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:

✓

Please also mention the following:

- ✓ **Career prospects and potential for retention:** although we do not foresee opening a position for a Communication Officer, having UNICEF experience in communication, especially in social and digital media, enhances the JPO professional profile and opens the opportunity to apply to a staff position in the communication and resource mobilization section.
- ✓ **Supervisor's experience in coaching and development of young professionals**
- ✓ : The supervisor is currently finalizing her training to obtain EMCC EQA Accreditation.

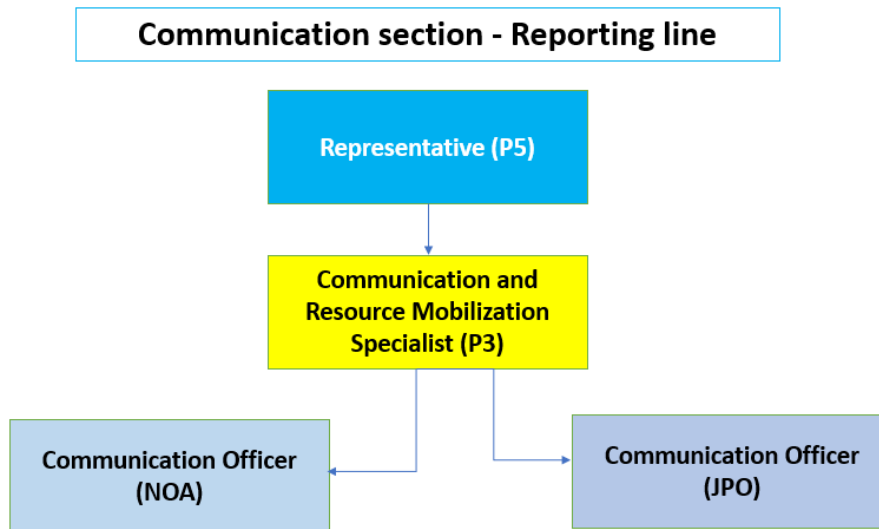
### Information and living condition of Duty station: [For Filed Office locations only]

General Information	Asmara is a small, charming city with a strong Italian influence. The city center is vibrant, with cafes and restaurants. Public transport is relatively good, with good access to taxi services. One can easily live in Asmara without a car, which is bike-friendly. The city is not particularly busy, and the shopping options are limited to small shops as there are no big shopping malls. Healthcare options are limited, but there is a dedicated UN clinic with a
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	doctor, a nurse, and a lab technician within the UN compound. Most UN agencies are within the same compound, about a 10-minute drive from the city center.
Security	Asmara is a relatively secure place, and petty crime is low. It is safe to walk or cycle around in most parts of the city during the daytime; in fact, many staff walk or cycle to the office. Regular precautions should be taken after dark, particularly as the lighting is limited outside the main streets. There is no risk of terrorism in Asmara.
Housing	The housing available is mostly houses or apartments. Gardens are not typical of Asmara, but usually, the houses have a small green area around the house. Housing is available furnished or unfurnished.
Schools & Childcare	There is one school in Asmara that has the status of an international school following the British curriculum. It offers access to grades 1-11 and, in addition, pre-school level beginning from age 3. The school is small, and the class sizes are a maximum of 10 students.
Work for spouses & partners	Work opportunities for spouses/partners are very limited. There are few international organizations around, and the spouse's best option would be to work remotely from Asmara.

### Reporting line of the JPO

The JPO will report directly to the Communication and Resource Mobilization Specialist (who report to the Representative directly).





## UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

### I. Post Information

Job Title: JPO Communication Officer  
Supervisor Title/ Level: Communication and resource mobilization Specialist, Level P3  
Organizational Unit: Communication  
Post Location: Country Office, Eritrea

Job Level: P2  
Job Profile No.:  
Job Classification Level: P2

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

The fundamental mission of UNICEF is to promote the rights of every child everywhere, and in everything, the organization does — in programs, advocacy, and operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop, and reach their full potential without discrimination, bias, or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic, and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education, and protection of a society's most disadvantaged citizens — addressing inequity — will give all children the opportunity to fulfill their potential and lead to sustained growth and stability in countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child while supporting nations' equitable development.

#### **Strategic office context:** [\[Office Context and JPOs Contribution to the Organization\]](#)

The communication section at UNICEF Eritrea is looking for donor support for the funding of a JPO position for 2024-2025 that will assist in planning, implementing, monitoring, and evaluating an advocacy and communication strategy to get children's and women's issues into the public domain, strengthen political will in support of UNICEF's mission and objectives in the country, enhance the organization's credibility and brand and support resource mobilization efforts as set out in the work plan.

#### **Purpose for the job:**

The JPO is responsible for providing technical support to the section in producing communication materials (briefing notes, key messages for social media, fact sheets, human interest stories, and other related as requested). The JPO is also responsible for coordinating the production of audiovisual and digital materials to communicate the story of UNICEF's cooperation to a broader audience. She/he is responsible for regularly monitoring and evaluating communication activities, both offline and in the digital and contributing to fundraising efforts in the country.

Please outline the overall responsibility of this position, focusing on:

**Production of communication materials:** bring support to ensure that the production of digital and offline communication products and materials are executed in a timely manner and followed up to support country communication strategy, regional and global campaigns and priorities, and resource mobilization as set out in the work plan.

**Monitoring and evaluation:** contribute to regularly monitoring and evaluating activities undertaken according to the work plan to ensure maximum impact and continuous improvement of country communication efforts. Ensure results and reports are prepared and shared on a timely basis.

**Resource mobilization support** to ensure that effective advocacy and communication strategies and activities support global and country-level fund-raising activities.

Under the direct supervisor of the Communication and Resource Mobilization Specialist, the JPO will be responsible for the following key functions/accountabilities:

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

1. **Production of Communication materials**
2. **Monitoring and evaluation**
3. **Resource mobilization support**

#### **Production of Communication materials**

##### *Duties & Tasks*

- Implement the tasks in the country communication work plan and strategy as assigned.
- Gather content and coverage of relevant country efforts to identify effective relevant country programme activities and results. Contribute to developing complementary, country-specific, and local community materials and activities.
- Support the production of offline and digital communication materials (e.g. briefing notes, images, video. Web page etc.) that meet the country and global standards as set out in the Communication Toolkit.
- Assist in drafting and editing articles, human interest stories and other advocacy/information materials for both web-based and traditional media, as appropriate.
- Follow up on the production of advocacy and communication materials (e.g., films, videos, audio-visuals, etc.) and oversee the qualitative aspects of production (e.g., quality control, translations, reviews of layout and graphic design, etc.) to meet standards as set out in the Communication Toolkit.
- Maintain an up-to-date documentation center for communication materials, including publications, press releases, and clippings, photographs, audio-visual materials, web resources, etc.

#### **Monitoring and evaluation**

##### **Duties & Tasks**

Contribute to monitoring and evaluating the appropriate and timely dissemination of advocacy and communication materials to target audiences and participate in the evaluation of their impact. Monitor and evaluate the use and effectiveness of media materials. Maintain a library of coverage (clippings, coverage etc.)

Undertake lessons learned review of successful and unsuccessful communication experiences as directed by supervisor.

## Resource mobilization support

### Duties & Tasks

Support and contribute to mobilizing country office communication capacity to support/facilitate gathering content and coverage of relevant country efforts. Use the opportunity to identify/highlight effective programme activities and results supporting fund-raising.

Contribute to mobilizing resources for fund-raising support through regular communication and donor visibility plans in coordination with relevant communication focal points in regional offices and headquarters divisions.

## IV. Impact of Results

The efficiency and efficacy of support that the communication officer provides contribute to improving program implementation awareness, brand positioning, and donor recognition, enhancing the credibility and ability of UNICEF to raise funds, strengthening donor relations, and enhancing the relations with government, development partners and the community that we serve.

## V. Competencies and level of proficiency required

### Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

### Core competencies skills (please make sure to adjust competency levels depending on supervisory responsibilities)

- 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)

### Functional Competencies (please use GJP as reference):

- Persuading and influencing (1)
- Applying technical expertise (1)
- Learning and researching (2)
- Planning and organizing (2)

VI. Recruitment Qualifications	
Education:	University degree in Communications, Journalism, Public Relations, Marketing, Digital marketing, Social Media, Public relations or a related field.
Experience:	<p><i>A minimum of two years of professional experience in one or more of the following areas is required:</i></p> <p>Work experience in communication, print and broadcast media, digital media.</p> <p>International and national work experience</p> <p><i>Relevant experience in a UN system agency or organization is considered as an asset.</i></p>
Language Requirements:	<i>Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.</i>