

UNITED NATIONS CHILDREN'S FUND JPO Request Form



[Please replace the above photo with a picture depicting the programme area or a picture of your office resize picture to pixel size 642X428]

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 2nd year

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

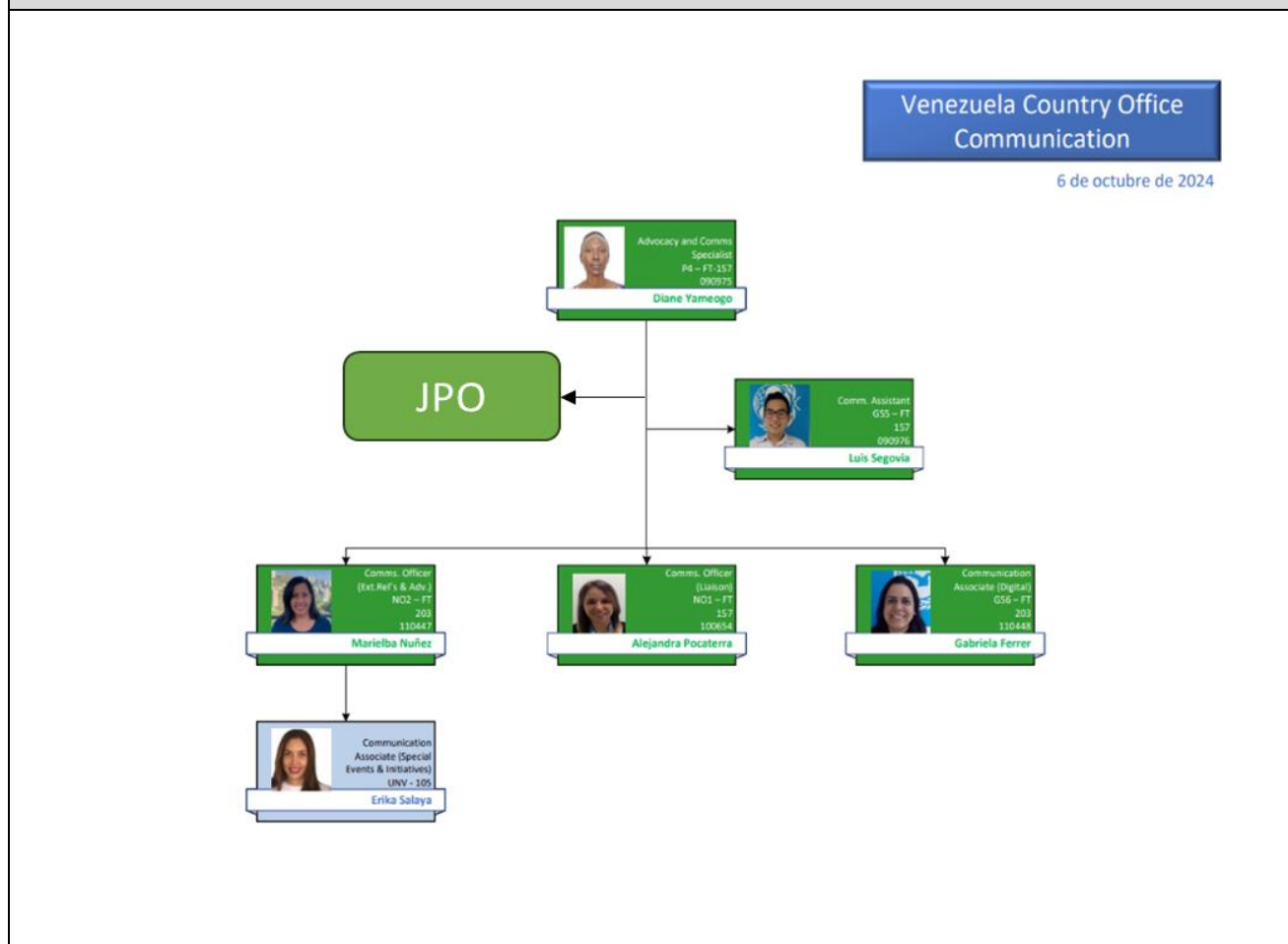
- ✓ Learn about UNICEF and the organization's work in Venezuela
- ✓ Learn about the Venezuelan Peoples and Cultures

- ✓ Career prospects and potential for retention:

<ul style="list-style-type: none"> ○ The exposure of the JPO to the work of UNICEF Venezuela will enable the JPO to be prepared and well-positioned for any future position in the area of advocacy and communication in the UNICEF Latin America region. Advocacy is one of the sought-after skills of UNICEF communication teams and prioritized at global level in country offices' capacity-building activities. This position will place the candidate at the core of strategic public advocacy planning in a very dynamic and challenging context. The experience gained in Venezuela prepares candidates to perform effectively in a variety of contexts around the world.
<p>✓ Supervisor's experience in coaching and development of young professionals:</p> <ul style="list-style-type: none"> ○ With over 15 years of experience in successfully leading multicultural and diverse Advocacy and Communications teams of up to 20 staff across 4 continents, the supervisor is a nurturing manager who dedicates time at mentoring and guiding teams to reach their upmost performance. She is known for creating an environment of trust, respect and psychological safety where colleagues feel at ease to share their views and concerns. Young professionals under her supervision particularly thrive in such environment because she coaches them and supports their skills-building and career development. On several occasions, with her support and mentorship, younger colleagues have been able to accede to higher level positions with greater responsibilities.

Information and living condition of Duty station: [For Filed Office locations only]	
General Information	The local currency is the Bolivar Digital (VED). It isn't easy to obtain cash VED. Hard currencies -mainly USD and Euros- are accepted in most places. Foreign credit/debit cards such as Visa and Master Card are widely accepted and may be easily used. At the transfer level, the office's international staff has contacts for private taxis that provide their services under the required safety conditions.
Security	Caracas is a C level family duty station. We are not in an emergency context. We have a security team in the office that implements measures for prevention and to promote staff safety.
Housing	The country has a list of hotels approved by the Security team and the UNDSS team. Housing is mostly available in apartments. In the proximity of the office location there are numerous options around the office in secure buildings. In this case, the security team validates through a security clearance that the residence meets the security clearance requirements.
Schools & Childcare	There are multiple international schools in Caracas: The British school, the Colegio Francia, and many local private and public schools
Work for spouses & partners	The government does not issue a work visa for international officials, it issues an "official" visa. Which means that the person can only work as a United Nations official, and that visa is only granted by the Foreign Ministry.

Reporting line of the JPO [Please insert an org chart that is showing the reporting line of the JPO]



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



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: JPO Advocacy and Communication Officer
Supervisor Title/ Level: Advocacy and Communication Specialist
P4
Organizational Unit: Advocacy and Communication Section
Post Location: Caracas, Venezuela

Job Level: P2
Job Profile No.: 60000260
Job Classification Level:

II. Strategic Office Context and purpose for the job

Strategic office context:

Following eight consecutive years of economic contraction in the Bolivarian Republic of Venezuela, since 2021 there has been some macroeconomic stabilization, with moderate economic growth expected until the end of 2022. Despite this positive economic outlook, the simultaneous impacts of chronic inflation, global economic instability, sociopolitical tensions and natural hazards aggravated by climate change continue to disproportionately affect children's lives and their futures.

UNICEF Venezuela Country Office (VCO) has been working to respond to the most pressing needs while taking strategic steps to strengthen a sustainable and development approach in its activities in the country. The communication strategy requires a common thread throughout the CPD. Specifically, communicate in relation to three axes: a) communicate about the situation of children, the drivers of disparities, and the urgency of acting, b) communicate about solutions for implementation in the country based on collective efforts between government and civil society, c) communicate on progress in results and good practices with potential for scaling up, including voices from communities (Most Significant Change). Here it is important to articulate different strategies that must work as a gear: a) evidence and analysis of the scenarios (positioning of UNICEF in these scenarios), b) alliances with relevant and well-positioned actors (who can be credible messengers with the UNICEF narrative), c) communication strategies, advocacy, risk mitigation.

Advocacy and Communication are at the center of UNICEF's mandate. We advocate to decision makers for 'the protection of children's rights, to help meet their basic needs and to expand their opportunities to reach their full potential'. We communicate to key public and private audiences to build support for the cause of children.

UNICEF Venezuela is searching for a passionate and committed professional to support the Advocacy and Communication team in the design and coordination of effective, integrated advocacy and communication strategies.

Under the direct supervision of the Advocacy and Communication Specialist (Head of Section), the JPO 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, and enhance the organization's credibility and brand. S/he will work collaboratively with colleagues across UNICEF at country, regional and global level, as well build alliances or coalitions with

external partners to drive changes in policy and practice, and secure political and financial commitments for children.

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

Within the delegated authority and the given organizational set-up, the incumbent may be accountable for all or assigned areas of the following major duties and end results.

1. Communication materials

Ensure that the production of communication products and materials is timely executed and followed up to support country communication strategy, regional and global campaigns and priorities and to support resource mobilization as set out in the work plan.

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. Develop complementary, country specific and local community materials and activities.
- Produce advocacy and communication materials (e.g. briefing notes, images, video. Web pages etc.) that meet the country and global standards as set out in the Communication Toolkit.
- Assist in drafting and editing articles, press releases, 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.
- Establish or maintain an up-to-date documentation centre for communication materials including publications, press releases and clippings, photographs, audio-visual materials, web resources etc.
- Recommend appropriate information and communication materials for use in media, and other advocacy and communication activities; recommend the appropriateness, quality and dissemination of printed and audio-visual materials.
- Recommend established contacts, networks, resources and processes to support communication activities.

2. Media relations

Effective and timely professional assistance and support are provided in developing, drafting and maintaining contact information, materials and relationships with journalists and media outlets covering all media – print, TV, radio, web etc. – in the country, to communicate the story of UNICEF's cooperation to a wider audience.

Duties & Tasks

- Maintain and update media relations contact list/database. Ensure rapid and accurate information dissemination to the media.
- Assist in developing and maintaining close collaboration with mass media, as well as with groups and organizations whose support is essential to the achievement of advocacy and communication objectives.
- Assist in drafting and editing articles, press releases, human interest stories and other

advocacy/information materials in all media formats, as appropriate.

- Prepare background communication and promotional materials for briefing and visits of media and other special interest groups. Assist in the planning, logistic and administrative arrangements for them.
- Assist in collaborating with the media through activities such as organizing project site visits, facilitating photo coverage and TV footage and utilizing both web-based and traditional media as appropriate.
- Monitor and evaluate the use and effectiveness of media materials. Maintain a library of coverage (clippings, coverage etc.)

3. Monitoring and evaluation

Regular monitoring and evaluation activities are 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.

Duties & Tasks

- Contribute to developing an advocacy and communication strategy by coordinating appropriate audience research and compiling and analysing relevant data.
- Monitor and evaluate 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.)
- Monitor the public perception of UNICEF in the country and recommend appropriate action to maintain a positive image for the organization.
- Assist in providing feedback to DOC on the use and appropriateness of global communication materials such as publications, images and multimedia products.
- Ensure good quality data collection, analysis and evaluation and reporting to ensure effective communication strategies, planning and effective and efficient advocacy.
- Undertake lessons learned review of successful and unsuccessful communication experiences as directed by supervisor.

4. Celebrities, partners and special events

Ensure that the Country Office's contact list of individuals, groups, organizations and fora (including Government, UN, and bilateral counterparts), are maintained and further developed, whose support is essential to/can assist in achieving the advocacy and communication objectives and who support and are able to actively participate in special events and activities that further the country programme goals.

Duties & Tasks

- Help organize and generate public support for special events and activities to promote country programme goals.
- Assist in developing and maintaining close collaboration with mass media, as well as with groups and organizations whose support is essential to the achievement of advocacy and communication objectives.
- Maintain and update celebrity and partner contact lists/database for country office.
- Monitor/document process and effectiveness of working with these individuals/organizations.

Prepare background communication and promotional materials for briefings and visits of media, Goodwill Ambassadors, donors, National Committee representatives and other special interest groups. The task includes preparing information materials (e.g., press releases, programme summaries, country fact sheets and media kits), and assisting in the planning, logistics and administrative arrangements.

IV. Impact of Results

KEY END-RESULTS

- 1. Communication strategy:** The production of communication products and materials are timely executed and followed up to support country communication strategy, regional and global campaigns and priorities, and to support resource mobilization as set out in the work plan.
- 2. Media relations:** Effective and timely professional assistance and support are provided in developing, drafting and maintaining contact information, materials and relationships with journalists and media outlets covering all media – print, TV, radio, web etc. – in the country, to communicate the story of UNICEF's cooperation to a wider audience.
- 3. Monitoring and evaluation:** Regular monitoring and evaluation activities are undertaken according to the work plan to ensure maximum impact and continuous improvement of country communication efforts. Results and reports are prepared and shared on a timely basis.

Celebrities, partners and special events: The Country Office's contact list of individuals, groups, organizations and fora (including Government, UN, and bilateral counterparts), is maintained and further developed, whose support is essential to/can assist in achieving the advocacy and communication objectives and who support and are able to actively participate in special events and activities that further the country programme goals.

V. Competencies and level of proficiency required

(Please base on UNICEF Competency Framework)

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)
- Drive 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:	A university degree in one of the following fields is required: Communications, Journalism, Public Relations or a related field.
Experience:	<i>A minimum of two years of professional experience in one or more of the following areas is required: communication, print and broadcast media, or interactive digital media.</i> <i>International and national work experience (for IP). Field work experience (for NO)</i> <i>Background/familiarity with Emergency situations.</i> <i>Relevant experience in a UN system agency or organization is considered as an asset.</i>
Language Requirements:	<i>Fluency in English and at least intermediate level in Spanish are required. Knowledge of another official UN language or local language of the duty station is considered as an asset.</i>