

**Level:** Consultant

**Contract Type:** International Consultancy

**Closing date:** 24<sup>th</sup> October 2021 - Midnight (Fiji Time)

**Duty station:** Home Based (working hours required for Suva, Fiji)

**Duration of contract:** 11 Months

**Job Title:** Communications Specialist

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The Consultant reports directly to the International Programme Coordinator and working in close collaboration with the Communications team and Programme Analyst.

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. In the Pacific Sub region, UNFPA is currently implementing its Sixth Sub regional Programme (SRP6) (2018-2022), which focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

Under the umbrella of SRP 6, UNFPA Pacific Sub regional Office (PSRO) implements funding from various donors and reports on agreed sets of indicators for the Transformative Agenda Programme (DFAT funded), Spotlight Programme (EU funded), UN Pacific strategy Programme (MFAT funded), UNFPA Supplies programme (thematic programme) as well as regular resources.

UNFPA Pacific is seeking the services of a Communications Consultant to support the visibility of the Pacific Transformative Agenda programme and resource mobilization for Phase II of the programme. Support is sought for the services of a seasoned communications professional to support the Transformative Agenda (TA) programme in its efforts to strengthen communications activities and increase visibility and resource mobilization for the programme.

### **Scope of Work**

Under the supervision of the International Programme Coordinator, the Consultant will undertake the following activities.

Managing the TA webpage

- i. Collaborate with the PSRO Communications team and the web developer to develop a TA web portal within the UNFPA PSRO website;
- ii. Writing, editing and managing visually rich and editorially sound content, including press releases, news stories and features, and other materials
- iii. Converting data into compelling storytelling

Managing TA's (digital) outreach to the media and partners

- i. Compile, produce and disseminate a quarterly e-newsflash
- ii. Create a well-catalogued electronic photo and video library for the TA

Managing TA's use of social media to enhance TA's visibility

- i. Develop a TA work plan for social media in coordination with the Communications team
- ii. Conceptualize and develop content – including factograms, pictograms, strategic messaging – around TA related topics and events
- iii. Implement TA social media plan with regular postings (consistent content to help ensure social media platforms' algorithms work in our favour)

Other communication materials

- i. Drafting statements, press releases and other documents on related issues for key events and occasions for PSRO staff
- ii. Develop a branding guideline for the Transformative Agenda to standardize knowledge products and other communications materials
- iii. Develop marketing collateral for communication and promotion of the TA to key audiences in line with the Communications Plan (banner, factsheet, etc.).
- iv. Support publications under the TA by proofreading and ensuring branding guidelines of UNFPA and TA are followed.

Document key events of the Transformative Agenda if travel becomes possible

- i. Take photos and videos of key events and develop them into communications products that can be used on the website, social media and newsflash

### **Key deliverables:**

The consultancy will provide weekly outputs and products, in tandem with the TA Communications Plan. A monthly report will be submitted that details progress and all communications products developed will be submitted into the UNFPA shared drive. The consultant will join regular meetings with the Communications team as well as with the Transformative Agenda programme team and will report against the Transformative Agenda Communications Plan.

### **Expected Travel**

Some travel missions may be organized if/when travel becomes possible again in the Pacific to cover key events or generate new content for the Transformative Agenda

### **Working Hours**

11 months: November 2021 – September 2022

Mon-Thu: 8,5 hours per day; Fri: 5 hours per day. While the beginning and end of the working day can be flexible, the consultant is required to work UNFPA Pacific's core hours between 10:00-16:00 Fiji time.

### **Requirements and Qualification**

- Relevant Master's degree with at least 5 years of professional experience in communications, journalism or related disciplines, **OR**
- Relevant Bachelor's degree with at least 7 years of professional experience in communications, journalism or related disciplines;
- Experience in digital communication and online journalism including reporting and editing;

- Strong computer skills and experience with software packages essential to create compelling content (print/visual/online);
- Excellent command of written English and proven ability to write and edit engaging news, stories, and feature articles, as well as compelling social media content;
- Sound editorial judgement, analytical ability and sensitivity to the issues UNFPA addresses.

**Languages:**

Fluency in English; knowledge of other official UN languages is desirable.

**Other Desirable Skills:**

- Prior experience in Pacific

The consultant is required to work remotely and utilize his/her own laptop.

**How to Apply:**

- Register your profile in the UNFPA Consultant Roster via <https://www.unfpa.org/unfpa-consultant-roster> and
- Submit cover letter stating how you meet the above criteria, CV, P11 and your professional fees by email to [vacanciespsro@unfpa.org](mailto:vacanciespsro@unfpa.org) by midnight on 24<sup>th</sup> October 2021 with title: "Consultant- **Communications Consultant**".