



UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

I. Post Information

Post Title:	Communications Associate
Position Number:	00014947
Department:	RC Unit
Classified Grade:	ICS-6
Supervisor:	RR

II. Organizational Context

Under the guidance and direct supervision of RR the Communications Associate supports the formulation and implementation of the communications and advocacy strategies to increase the standing and awareness of UNDP with partners, the media and the public. The Communications Associate promotes a client-oriented approach in UNDP.

The Communications Associate works in close collaboration with the Management Support and Business Development, Programme and Operations teams in the CO, staff of other UN Agencies, UNDP HQs staff (Communications Office) and the Regional Communications Advisor, Government officials, media, multilateral and bilateral donors and civil society. The Programme Associate may supervise support staff of the Communications Unit.

III. Functions / Key Results Expected

Summary of Key Functions:

- Support to formulation and implementation of communications and advocacy strategies, support to business development
- Support to implementation of the CO publications policy
- Maintenance of websites, databases and knowledge management systems
- Facilitation of knowledge building and knowledge sharing
- Ensures interpretation and translation support to the RC and UNDP

1. Supports the **formulation and implementation of CO communications and advocacy strategies, supports business development** focusing on achievement of the following results:

- Provision of inputs and information for elaboration of CO communication strategy based

<p>on the corporate communications strategy</p> <ul style="list-style-type: none"> ❑ Support to increased awareness of UNDP's mandate and goals through dissemination of information, organization of public events ❑ In coordination with supervisor development and preparation of materials for marketing and awareness-raising including briefing materials and press releases. ❑ Organization of publicity, advocacy, knowledge-sharing events and promotional opportunities. Provision of logistics support to the events. ❑ Review of reference materials, identification of reference materials for retention. Maintenance of information database and photo library. ❑ Research and retrieval of data from internal and external sources; ❑ Organization and implementation of joint UN information campaigns (UN Day, World AIDS Day, etc).
<p>2. Ensures implementation of the CO publications policy focusing on the achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Suggestions, inputs, content development, coordination of production and dissemination of press releases, publications, articles and sharing of CO knowledge and successes.
<p>3. Ensures maintenance of web sites, data bases and knowledge management systems focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Updated and high quality CO web sites in line with corporate branding requirements; ❑ Preparation of the content for the web sites ensuring consistency of the materials; ❑ Maintenance of other web sites and databases as assigned.
<p>4. Ensures facilitation of knowledge building and management focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Support to CO staff in identification, documenting and drafting of best practices and lessons learned. ❑ Organization of training for the CO staff on effective communications and advocacy.
<p>5. Ensures interpretation and translation support to the RC and UNDP (English-Azerbaijani and Azerbaijani-English).</p>

IV. Impact of Results

The key results have an impact on the reputation and standing of UNDP in the country. High quality information material and well-organized public events enhances UNDP position as a strong development partner.

V. Competencies and Critical Success Factors

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

Functional Competencies

Knowledge Management and Learning

- Shares knowledge and experience
- In-depth knowledge of development issues
- Seeks and applies knowledge, information, and best practices from within and outside UNDP
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Demonstrates excellent written and oral communication skills
- Ability to extract, interpret, analyze data and resolve problems
- Ability to supervise and train support staff
- Demonstrates excellent presentation skill
- Uses Information Technology effectively as a tool and resource

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure

VI. Recruitment Qualifications

Education:	Secondary education. University degree desirable, but it is not a requirement
Experience:	6 years of relevant experience at the national level in providing communication packages to promote the activities of international development organization. Experience in the usage of computers and office software packages (MS Word, Excel, etc.). Experience in handling of web-based management systems. Experience in interpretation (English/Azerbaijani)
Language Requirements:	Fluency in English and Azerbaijani, knowledge of Russian is an asset.