



UNITED NATIONS DEVELOPMENT PROGRAMME
Republic Democratic of São Tomé and Príncipe

I. Position Information

Job code title: **Communication Analyst**
Classified Grade: ICS-9
Supervisor: RR/RC & ARR(P)

II. Organizational Context

Under the direct supervision of the United Nations Resident Coordinator (RC) and the UNDP Assistant Representative, the Communication Officer will be responsible for developing and carrying out the internal and external communications strategy/plan for UN in São Tomé and Príncipe. In close cooperation with the Head of the UNCT Communication Group, she/he will also provide communication support to the UNDP country office.

The Communication Officer participates in the implementation of the corporate communications strategy, as well as in the design, management and implementation of the Country Office communications and publication strategies which are geared to influence the development agenda, promote public and media outreach and mobilize political and financial support for UNDP.

The Communications Analyst maintains a working relationship with the Regional Communications Manager, with the CO-Programme and Operations teams, staff of other UN Agencies, with all programme staffs and as required exchanging information and supporting programme delivery with Operations, ensuring successful UNDP communication strategy implementation.

A communications strategy tightly linked to program priorities helps position the Country Office in key development markets as a leader in ways that boost demand for various service lines and increase overall business opportunities.

III. Functions / Key Results Expected

Summary of Key functions:

- Develop and coordinate implementation of a UN Public Affairs Plan
- Implementation of the publications strategy and plan, engaging with the electronic and print media
- Support São Tomé and Príncipe's efforts to achieve the MDGs
- Facilitation of knowledge building and knowledge sharing

<p>A. Provides support to the planning and design of internal and external strategies through the implementation of a UN Public Affairs Plan: 30%</p> <ul style="list-style-type: none"> <input type="checkbox"/> Participate to the drafting of a UN Communication Strategy; within the framework of UNDP programme and operations objectives, develop a communication and information strategy, work plan and budget for the UNDP in São Tomé and Príncipe; and carry out communication activities to promote and share information about work of UNDP in São Tomé and Príncipe; <input type="checkbox"/> Gain familiarity with development and humanitarian needs as well as UN activities in São Tomé and Príncipe with a view to recommending ways in which the UN family can strengthen its visibility; <input type="checkbox"/> Cultivate and maintain effective working relationships with government, donors, civil society organizations and other relevant partners and identify opportunities for advocacy and communication partnerships; <input type="checkbox"/> Establish close working relationships with UNCT members, senior UN staff and communication officers with a view to identifying communication synergies and 'one UN' opportunities; <input type="checkbox"/> Support the UNCT to forge a 'one UN' image, including through publicising the significance of local UN reform efforts, joint programmes, common services and the move to common premises to select target groups, notably UN agency HQs <input type="checkbox"/> Identify opportunities for UN staff to improve their communications skills and understanding of the local environment; <input type="checkbox"/> Assist the UN Agencies with advocacy activities, including support to public events, launching ceremonies, celebration of UN theme days, visits of senior UN officials, field visits, workshops, and global UN initiatives.
<p>B. Ensure the implementation of the CO publication focussing on the electronic and print media :35%</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gain familiarity with the communication and media environment in São Tomé and Príncipe – how information is shared, what is trusted, the key players including media proprietors, editors and journalists; <input type="checkbox"/> Develop a database of key local and international contacts; share information and respond to requests for information and assistance; <input type="checkbox"/> Scan the international and local media for information about or relevant to São Tomé and Príncipe ; ensure that this is shared with the UNCT and relevant partners through a regular press review; <input type="checkbox"/> Maintain the UNCT and UNDP websites – ensuring that it is lively, up to date and media friendly; <input type="checkbox"/> Support the RC, the UNCT and UNDP managers to engage with the media – through formal and informal contacts, by identifying potential stories, arranging interviews, encouraging the participation of media in workshops, etc.
<p>C. Support São Tomé and Príncipe's efforts to achieve the MDGs : 20%</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gain familiarity with the level of awareness among key constituencies of the MDGs and ways in which the MDGs are relevant to the lives of these constituents; <input type="checkbox"/> Advise the RC, UNCT, and UNDP managers on steps required and opportunities arising to raise awareness of the MDGs including, for example, among parliamentarians and officials, the private sector, NGOs, academia and the media;
<p>D. Facilitation of knowledge building and knowledge sharing focusing on achievement of the following results: 15%</p>

- Identification and synthesis of best practices and lessons learned directly linked to programme country goals and activities.
- Contributions to knowledge networks and communities of practice including corporate communications repositories.
- Provision of trainings, UNDP staff on communications for development
- Professional growth through active learning.

IV. Impact of Results

The key results have an impact on creation of effective communications and dissemination of information on UNDP as UN's global development network. In particular, the key results have an impact on implementation of UNDP communications and publication strategies

V. Competencies

Functional Competencies:

Advocacy/Advancing a Policy-Oriented Agenda

Level 1.2: preparing information for advocacy

- Identifies and communicates relevant information for a variety of audiences for advocating UNDP's mandate

Building Strategic Partnerships

Level 1.2: Maintaining a network of contacts

- Analyzes and selects materials for strengthening strategic alliances with partners and stakeholders
- Establishes and nurtures positive communication with partners

Promoting Organizational Learning and Knowledge Sharing

Level 1.2: Basic research and analysis

- Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things

Job Knowledge/Technical Expertise

Level 1.2: Fundamental knowledge of own discipline

- Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Analyzes the requirements and synthesizes proposals

- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments

Creating Visibility for UNDP/Supporting UNDP's Capacity to Advocate

Level 1.2: Research and data analysis

- Promotes awareness of UNDP's centrality to development through dissemination of information and materials

Global Leadership and Advocacy for UNDP's Goals

Level 1.2.: Preparing information for global advocacy

- Identifies and communicates relevant information for advocacy for UNDP's goals for a variety of audiences

Conceptual Innovation in the Provision of Technical Expertise

Level 1.2: Research and analysis

- Keeps updated in his/her area of substantive expertise
- Identifies opportunities for conceptual innovation

Client Orientation

Level 1.2: Establishing effective client relationships

- Researches potential solutions to internal and external client needs and reports back in a timely, succinct and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines

Core Competencies:

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others. **Promoting learning and knowledge management/sharing is the responsibility of each staff member.**
- Informed and transparent decision making

VI. Recruitment Qualifications

Education:	Master's degree in media relations, journalism, publishing
Experience:	Up to 2 years of relevant experience at the national or international level in public relations, communications or advocacy. Experience in the usage of computers and office software packages, good knowledge and experience in handling of web-based management systems. Understanding of development paradigms relevant to Africa and the sub-region, including the activities of the UN family; Experience of or familiarity with the United Nations a major asset.
Language Requirements:	Excellent written and spoken English and Portuguese. Knowledge of other UN languages an asset.

VII. Signatures - Job Description Certification

Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor António de Lima Viegas, ARR/P	Signature	Date 21/06/2012
Chief Division/Section José Salema, RC/RR-UNDP	Signature	Date 21.06.2012