



Title of Position

Job title:	Communication Assistant
Level:	GS-4
Position Number:	199059
Location:	Tehran, Iran
Full/Part time:	Full time
Fixed term/Temporary:	Temporary
Rotational/Non Rotational:	Non-Rotational
Duration:	6 months

The Position:

The Communications Assistant will contribute to development and implementation of the country office advocacy and communication strategy through scanning the overall political and communication environment of the country, and assisting in making the country programme results visible, tailored to the context of the country. The Communication Assistant will report directly to the Monitoring, Evaluation and Communications Analyst.

How you can make a difference:

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. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.



In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:

UNFPA's visibility is crucial both for the public audience in order to raise awareness about issues related to the mandate of the agency, and for government and donors in order to strengthen strategic partnership. This needs to be done through effective communication of results mainly through human stories, and through effective, sensible and context-appropriate communication of UNFPA's mandate. The position is therefore of strategic importance.

The Communication Assistant should be **committed** and **eager** to understand UNFPA's mandate globally as well as the programme in the country, in order to make UNFPA effectively visible. S/he should then possess the skills and abilities to make results visible using the available tools and resources. It is expected that the Communication Assistant is keen to work in a systematic manner, planning content in advance, being proactive and responsive, and eager to support the programme team in enhancing visibility.

You would be responsible to:

- Support preparation of content in connection with relevant UN/UNFPA flagship days, including organizing events and campaigns as well as making logistical preparations, including necessary financial arrangements.
- Contribute to creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the CO, and drafting relevant materials for dissemination. This includes briefs, fact sheets, various reports and media scans.
- Assist the substantive work of the supervisor (such as activities to support the effective implementation of the country office's advocacy and communications activities).
- Contribute to administration of UNFPA digital content, including social media and website and assist with regular analysis of the related metrics.
- Act as a resource person on communication/advocacy, including UNFPA publications and knowledge sharing and related tasks in relation to both HQ/RO and UN sister agencies.
- Contribute to visualization of data and program implementation progress.
- Develops and maintains excellent working relations with UNFPA Implementing Partners, as well as UNFPA and CO staff.
- Support preparation of press releases, articles and human interest stories in Farsi and English



- Carry out any other duties as may be required by UNFPA leadership.

Qualifications and Experience:

Education:

Completed Secondary Level Education required. First level university degree in journalism, social sciences, communications and other related fields is desirable.

Knowledge and Experience:

- Minimum 4 years of working experience in journalism, social sciences, communications and other related fields is required.
- Knowledge of UNFPA mandate and work, globally and in the country.
- Experience in drafting reports, preparing documents, and communication materials, events, and coordination between a large number of partners.
- Experience in managing websites, preparing social media content is an asset.
- Eager and committed to work for UNFPA's communication.
- Expertise with Microsoft Excel and Data visualization.
- Excellent writing skills.
- Ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds.
- Fluency in both oral and written communication in English and Farsi.
- Good interpersonal, networking and communication skills.
- Willingness to contribute and work as part of a team.
- Flexible and open to learning and new experiences.

Languages:

Fluency in English and Farsi

Required Competencies

Values: <ul style="list-style-type: none">● Exemplifying integrity,● Demonstrating commitment to UNFPA and the UN system,● Embracing cultural diversity,● Embracing change	Functional Competencies: <ul style="list-style-type: none">● Providing logistical support,● Client orientation,● Managing data, documents, correspondence and reports,● Managing information and work flow,● Planning, organizing and multitasking
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Core Competencies:

- Achieving results,
- Being accountable,
- Developing and applying professional expertise/business acumen,
- Thinking analytically and strategically,
- Working in teams/managing ourselves and our relationships,
- Communicating for impact