



## COMMUNICATIONS ANALYST

Job Title:	Communications Analyst
Level:	NOB
Position Number:	171869
Location:	Kathmandu, Nepal
Full/Part time:	Full-time
Fixed Term/Temporary:	Fixed-Term Appointment
Rotational/Non Rotational:	Non-Rotational
Duration:	One year (with possible extension subject to satisfactory performance and availability of fund)

The Communications Analyst will be responsible for the overall development, management and execution of the communication efforts of the Nepal CO.

You will report to the UNFPA Representative of Nepal.

### **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 (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

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:**

Under the supervision and guidance of the UNFPA Representative, the Communications Analyst will contribute to a) develop the UNFPA Nepal Communication Strategy, implement and update the Strategy as required, b) promote the work of UNFPA Nepal among partners, international community, regional and local media, c) promote internal communication in accordance with Global Communication Strategy. In order to support public advocacy efforts on priority issues that affect the lives of women, girls, and youths in Nepal, you will use communication platforms including social media and the website. You will represent UNFPA Nepal inter-agency communication and advocacy group and will contribute to the joint UN efforts in this area.

### **You would be responsible for:**

- Under the supervision of the UNFPA Representative, the Nepal Country Office communication strategy is updated and implemented.
- Work closely with the UNFPA Country Office Programme Team and relevant partners to identify best practices and successful stories on UNFPA projects, policies and achievements in the country; proactively share the stories with Donors, APRO and the



UNFPA Communication Branch as well as to national media, national and international partners.

- Draft regular media advisories, press releases for social media, advocacy materials/package and fact sheets on UNFPA work and mandate area in Nepal both in English and Nepali and ensure their wide distribution to media networks and other relevant partners.
- Draft and compile content for UNFPA CO website and ensure the website is updated on a regular basis, ensure that the design of the website is refreshed on a regular basis.
- Support the launch of the UNFPA Nepal newsletter, draft and compile its content, supervise the newsletters' layout and ensure its dissemination to UNFPA partners.
- Develop a database, including a comprehensive mailing list of media, donors, national and international development partners, and ensure its update on a regular basis.
- Organize awareness raising sessions for media introducing the organization's principal focus areas, and the country programme work in Nepal.
- Organize visibility events involving media representatives including press conferences, report launches, media breakfasts and media visits to project sites in the field.
- Develop a photo database on UNFPA supported efforts in Nepal and ensure the use of these photos for public information and advocacy products.
- Contribute to the design and implementation of UNFPA advocacy campaigns.
- Prepare talking points and information brief as required for the management of the Nepal CO.
- Monitor media coverage on UNFPA's work in Nepal.
- Participate at the UN interagency Communications Group, ensuring UNFPA communication products are of highly quality aligned with other agencies good practices.
- Ensure visibility and communication budget in all new projects submitted to donors, proactively work with UNFPA CO programme staff and develop innovative communication campaigns, strong donor visibility.
- Support optimal communication flow and coordination between the Nepal Country Office, the APRO Communication Adviser, and colleagues in the Media and Communication Branch at HQ office as required.
- Collect requested information and organize materials. This includes preparation of information and/or briefs, power-point presentations, summaries and background documentation for dissemination to the partners or media
- Enhance partnership with media, promote UNFPA work through local media and initiate informal networks with the media in support of UNFPA areas of mandate.
- Perform any other duties as requested by the supervisor.

## **Qualifications and Experience:**

### **Education:**

Advanced university degree in Media Studies, Communication, Journalism, Public Relations, Political Science and other communications related fields.

### **Knowledge and Experience:**

- Minimum 2 Years of relevant experience preferably with some experience in an international organization.
- Excellent knowledge of media and media relations.
- Proven team player with excellent inter-personal communication skills;



- Excellent written and oral communications and editing skills both in English and Nepali is a must;
- Comprehensive understanding of Nepali media and audience contexts,
- Extensive network of Nepali media connections is highly desired,
- A thorough understanding of the UN system in general, and most particularly of UNFPA mandate, its policies and operations and current development topics and political issues;
- An ability to work well under deadline; keen understanding of the country's culture, history and political context; familiarity with or knowledge of communication approaches in strategic planning, development, execution, and M&E; computer literacy is must.
- Experience in webpage updating and in writing newsletters

### **Languages:**

Fluency in both written and spoken Nepali and English.

### **Required Competencies:**

<b>Values:</b> <ul style="list-style-type: none"><li>• Exemplifying integrity,</li><li>• Demonstrating commitment to UNFPA and the UN system,</li><li>• Embracing cultural diversity,</li><li>• Embracing change</li></ul>	<b>Functional Competencies:</b> <ul style="list-style-type: none"><li>• Advocacy/Advancing a policy-oriented agenda</li><li>• Leveraging the resources of national governments and partners/building strategic alliances and partnerships</li><li>• Delivering results-based programmes</li><li>• Internal and external communication and advocacy for results mobilization</li></ul>
<b>Core Competencies:</b> <ul style="list-style-type: none"><li>• Achieving results,</li><li>• Being accountable,</li><li>• Developing and applying professional expertise/business acumen,</li><li>• Thinking analytically and strategically,</li><li>• Working in teams/managing ourselves and our relationships,</li><li>• Communicating for impact</li></ul>	

### **Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive net salary.

### **Disclaimer:**

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In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.