



TERMS OF REFERENCE

- A. **Job title:** UN Communications Assistant
- B. **Post Reference:** MNE/10/029
- C. **Type of Position:** National
- D. **Contract Type:** Service Contract (SB-3/Q1)
- E. **Duty Station:** Podgorica, Montenegro
- F. **Duration of appointment:** 12 months, with possible extension
- G. **Deadline for Application:** May 21, 2010

H. Background

“Delivering as One” in Montenegro builds on the existing reform agenda set by UN Member States in 2006, which asked the UN development system to accelerate its efforts to increase coherence and effectiveness of its operations in the field. Following close consultations with the Government of Montenegro and the Regional Directors Team for Europe and CIS, the UN Country Team Montenegro decided to formulate an Integrated UN Programme (2010-2015) and create UN Country Fund to respond better to the key national development priorities, particularly in the area of human development/social inclusion, institutional reform and capacity development of central and local administrations as well as climate change and environment.

The goal of the Integrated UN Programme in Montenegro is to enhance development results and impact by bringing together the comparative advantages of the UN system within a single strategic programme. The response of the UN system will align and support the European integration and development goals of Montenegro while complementing the assistance provided by other multilateral and bilateral development partners. The ultimate aim of the UN in Montenegro is to contribute to making a difference in the lives of all who make Montenegro their home.

Through the Integrated UN Programme, in partnership with the Government and other development stakeholders in civil society and the private sector, the UN system will deliver focused and value-added results in development assistance as a harmonized organization with unity of purpose, coherence in management and efficiency in operations.

The Joint Communication Team (JCT), established in late 2007, works on promoting a coherent image of the UN and keeps the public informed of key UN priority issues and activities. A Joint Communication Strategy, drafted in 2009, seeks to simplify and streamline joint communication, both externally and internally. The JCT will continue working on strengthening UN advocacy and joint communication of the UNCT, as well as the media profile of UN activities at the national and local level. Targeted communication will deepen the understanding of Delivering as One among Government officials and stimulate their interest

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in ownership and leadership of UN reform. Joint communication will not replace the individual brands of respective UN agencies. Understanding the process of Delivering as One is also a key driver of UN internal change management and implementation of UN reform. Internal communication is, therefore, crucial to managing organizational change at all levels of the UN in Montenegro.

Within this context, the UNCT is seeking for a person who will support the UN family in Montenegro, together with other members of UN Joint Communication Team, in designing and implementing a comprehensive communications strategy which is in line with the Integrated UN Programme and Delivering as One process. The strategy will further promote and strengthen the position and image of the UN System in Montenegro as an invaluable partner in a process of Euro-Atlantic integrations and achievement of Millennium Development Goals.

I. Organizational setting:

Under the guidance and direct supervision of UN Coordination Analyst and overall guidance of UN Resident Coordinator, the incumbent will assist in the implementation of communications and advocacy strategies of the UN Country Team in Montenegro to increase the standing and awareness of UN with partners, the media and the public.

J. Job content:

The UN Communications Assistant is expected to fulfill the following responsibilities and tasks:

- Chairs the Joint Communications Team (JCT), coordinates its work, prepares JCT agenda, meetings and follow up;
- In cooperation with the JCT, contributes to the finalization, implementation and updating of the Joint Communication Strategy and the related work plan;
- Prepares/organises joint UN media events, together with the JCT, (including drafting and translation of media advisories, press releases and speeches; distributing the material to media; contacting journalists, disseminating media kits) which contribute to increasing the visibility and knowledge of Delivering as One UN process;
- Assists in developing communications and advocacy components within UN joint projects/programmes and focus areas to achieve intended results; assisting communications focal points in all UN agencies and the UN Coordination Analyst in coordinating UN communications activities and strengthening the Delivering as One message;
- Prepares stories on joint UN events, campaigns etc. together with the JCT;
- Develops draft layout of UNCT website in cooperation with JCT members and under supervision of UN Coordination Analyst;
- Prepares content for the UN country web site and regularly updates the website in close cooperation with JCT members;
- Prepares the layout and content of the UN Montenegro regular newsletter in cooperation with JCT members;
- Regularly liaises with the UN Coordination Analyst on the upcoming and planned UN events;
- Assists in formulating messages and identifying communication and advocacy channels for different target groups with regard to UN projects/focus areas;
- Arranges briefings and regular meetings with members of the JCT and with national and international media;
- Ensures good relations and close contacts with journalist and media in Montenegro, including direct contacts and assistance in communication of UNCT members with the media;

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- Does booking of media interviews, providing background information and briefing materials to the media, prepares press kits;
- Disseminates all relevant messages, statements, documents, information to the media/public;
- Ensures facilitation of knowledge building and knowledge sharing, focusing on achievement of the following results: a) identification, documenting and drafting of best practices and lessons learned; b) participation in training for UN staff on effective communications and advocacy;
- Logistical support to the organization of publicity/outreach for joint UN projects/programmes, knowledge-sharing events and promotional opportunities, especially joint UN events;
- Regular update and maintenance of photo library, media database and information database of external collaborators (graphic designers, print companies, proofreaders, marketing agencies, freelance journalists, web programmers, photographers, etc.);
- Arranges meetings, both internal and external, and takes minutes/notes at meetings;
- Provides necessary translation into English of compilations and summaries of daily news, when needed; providing necessary translation of other documents into English or vice versa, when needed;
- If necessary, interpreting for the UN RC (RC a.i.) at seminars, presentations, interviews, meetings, public and other activities.

K. Competencies:

Corporate Competencies:

- Demonstrates integrity by modeling the UN values and ethical standards
- Promotes the vision, mission, and strategic goals of UN
- 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
- Seeks and applies knowledge, information, and best practices from within and outside UN
- 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 perform a variety of standard specialized and non-specialized tasks and work processes that are fully documented, researched, recorded and reported
- Ability to review a variety of data, identify and adjust discrepancies, identify and resolve operational problems
- 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

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L. Qualifications and Experience:

- Secondary Education; University degree in Social Sciences and/or PR, Journalism or Communications related studies will be an asset.
- Minimum 5 years of relevant experience in communications, public relations and administration.
- Proficiency in English and local language - Excellent writing and communications skills.
- Computer proficiency; Experience in handling of web-based management systems.
- Familiarity with UN mandates and policies, and previous experience in working with UN would be an asset.

Applicants are kindly requested to send completed and signed **Personal History - P11 form** along with a **cover letter** by e-mail to vacancy.me@undp.org by **May 21, 2010 COB**. Please, indicate in the cover letter the post reference clearly, otherwise your application may not be considered. Applicants will be short-listed on the basis of their qualifications and work experience. Only short-listed candidates will be invited for an interview.

UNDP is an equal opportunity employer.

*P11 form for Service Contract holders can be downloaded from: <http://www.undp.org.me/files/jobs/index.html>

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