

Posting Title : ASSOCIATE DEVELOPMENT COORDINATION OFFICER, PROGRAMME COMMUNICATIONS AND ADVOCACY (Temporary - 364 Days), NOB
Job Code Title : ASSOCIATE DEVELOPMENT COORDINATION OFFICER, PROGRAMME COMMUNICATIONS AND ADVOCACY
Department/ Office : Resident Coordinator System
Duty Station : TRIPOLI (LIBYA)
Posting Period : 2 December 2022 - 8 December 2022
Job Opening number :
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

The UN Secretary-General launched on 1 January 2019 a bold and new global reform which repositioned the UN Development System to delivery more effectively and efficiently with the achievement of the 2030 Agenda and the Sustainable Development Goals (SDGs). As part of this reform, UN Resident Coordinator Offices (UN RCO), under the leadership of an independent UN Resident Coordinator – the Representative of the UN Secretary-General and the highest-ranking official of the UN Development System at the country level – support countries in the achievement of their development priorities and the attainment of the SDGs. The RC promotes the normative values of the UN: gender equality and human rights, environmental sustainability and leaving no-one behind. In case of a humanitarian emergency, the Resident Coordinator takes on the additional responsibility of being appointed the Humanitarian Coordinator. In addition, the RC supports and promotes the UN's responsibilities to prevent and respond to violations of human rights and humanitarian law, including the responsibilities of UN entities and staff in this regard.

The UN Resident Coordinator's Office (RCO) supports the Resident Coordinator (RC) to full her function as leader of the UN Country Team (UNCT) to strengthen coordination of UN operational activities and UN assistance with national priorities. Its mission is to maximize the impact of the work of the United Nations to ensure that the UN system provides collective, coherent and integrated support to national development priorities, plans and strategies, within the framework of the 2030 Agenda and its associated Sustainable Development Goals as well as other international commitments. The RCO ensures that all UN entities engaged in a country, regardless of their physical presence, are included in UN strategic plans and analyses.

The position is located in the United Nations RCO based in Tripoli, Libya and will report to the Head of the RCO/Senior Development Coordination Officer, Strategic Planning. The position also maintains a close working relationship with the United Nations Department of Global Communications (DGC), which sets the communications and advocacy priorities of the United Nations around the world and includes a second reporting line to DGC.

Responsibilities

Within delegated authority, the incumbent will perform the following duties:

1. PLANS AND FACILITATES STRATEGIC ADVOCACY AND PROGRAMME COMMUNICATIONS IN SUPPORT OF THE UN SUSTAINABLE DEVELOPMENT COOPERATION FRAMEWROK (UNSDCF):

- Provides substantive support to the Resident Coordinator (RC) and UN Country Team (UNCT) in designing, implementing and monitoring the UN joint advocacy and communication strategy, promoting the UNSDCF as the primary instrument for the planning and implementation of UN development activities in the country, in support of the implementation of the 2030 Agenda for Sustainable Development;
- Researches, analyzes and presents inputs to the RC and UNCT on strategic advocacy and programme communications for the 2030 Agenda and to boost impact of programmatic objectives under the UNSDCF;
- Plans and facilitates the promotion of advocacy and communications as a tool for a participatory approach to UNSDCF implementation and monitoring, reflecting the views and priorities of people, including those left farthest behind;
- Monitors and analyzes the media in the areas related to the UN's mandates and programmes in the country, as well as other issues relevant to the UN brand and positioning;
- Provides substantive support to the RC and UNCT on public messaging and media outreach, and assists in managing reputational risks or crises around sensitive issues;
- Identifies and assesses potential issues, concerns and risks related to communications and advocacy, and suggests corrective actions to the RC and UNCT and other relevant coordination mechanisms;
- Plans and facilitates the work of the UN Communications Group throughout the stages of the UNSDCF cycle in collaboration with the RCO and the UNCG;
- In collaboration with the UN Communications Group and the Programme Management Team, and in coordination with the RCO colleagues responsible for data management and results reporting, prepares the annual communication plan to publicize and communicate results with a focus on the UN's development impact;
- Assists the RC and UNCT in projecting the UN's image effectively and accurately as well as promoting transparency and accountability;
- Provides substantive support to ensure that communication performance indicators are identified, incorporated, monitored and reported on throughout the UNSDCF cycle.

2. CONTRIBUTES TO PARTNERSHIP BUILDING AND MEDIA RELATIONS:

- Plans and facilitates the engagement of key traditional and non-traditional partners,

including government, civil society, private sector, development partners and others new as well as traditional actors on the collective 2030 Agenda and the related role and impact of the UN's work in country;

- Provides substantive support to the RC and UNCT in significantly expanding public outreach on the 2030 Agenda and the UN's role and impact in country;
- Plans and facilitates public engagement on the UN's role and work in country, including through programme visits showcasing the UN's development impact;
- Undertakes regular liaison with other partners for content development, information exchange, collaborative communication efforts, and innovative communication and advocacy tools, as assigned;
- Compiles and analyzes communication experiences and shares findings with country, regional and HQ communication colleagues so that best practices benefit the UN's communication work;
- Develops and maintains close working relationships with the media, including editors and journalists in key national and international news outlets; develops, maintains and updates media relations contact list/database;
- Prepares official briefing materials, talking points, speeches, statements, press release, op-eds and presentations as necessary.

3. PLANS AND FACILITATES DIGITAL COMMUNICATIONS:

- Develops and maintains external and internal digital communications platforms such as the UN country team website, official UN country team social media accounts (Facebook, Twitter, etc.), Intranet and on-line collaboration platforms, etc.;
- Develops and updates the UN Libya website
- Plans and facilitates the development and implementation of a digital content strategy and contributes to the development of key communications and advocacy products (e.g. human-interest stories, multilingual and multimedia content, etc.).
- Conducts exercises exploring the applicability of new and emerging tools and techniques to digital communications and advocacy activities to reach a wider, younger audience.

4. PROVIDES SUBSTANTIVE SUPPORT FOR PUBLICATIONS AND BRANDING MANAGEMENT:

- Provides substantive support to the RC and UNCT on joint UN publications ensuring high quality standards and the correct application of the UN branding guidelines and the UN publishing standards.
- Prepares inputs for the RC and UNCT on the use of the UN joint brand at country level across UN content and products, both offline and online.
- Plans and organizes launch events for joint UN publications, coordinating with author entities in the UN country team and relevant local partners, including host country authorities, media representatives, members of academia, etc. to ensure high visibility and impact.

5. PLANS AND FACILITATES THE LOCAL PROMOTION OF UNITED NATIONS GLOBAL COMMUNICATIONS AND ADVOCACY PRIORITIES ON THE WORK OF THE UNITED NATIONS IN OTHER KEY THEMATIC AREAS:

- Provides substantive support to the United Nations Department of Global Communications

in adapting and localizing global communications and advocacy priorities promoting the work of the United Nations in key thematic areas.

- Advises the Resident Coordinator on possible sources of funding and in-kind support and partnerships that could be leveraged for promoting localized global campaigns, galvanizing local, regional and global support as relevant.
- Conducts educational outreach activities, including the organization of Model United Nations conferences and public-speaking engagements at local educational institutions with support from and/or the participation of the Resident Coordinator and/or the UN country team.
- Evaluates results and impact of communications and advocacy initiatives promoting the work of the United Nations in key thematic areas other than development, reporting the outcome to the Resident Coordinator, the UN country team and the United Nations Department of Global Communications.
- Contributes to the collection and analysis of data and identification of trends or patterns and provides draft insights through graphs, charts, tables and reports using data visualization methods for data-driven planning, decision-making, presentation and reporting.
- Documents requirements and background information used for data analysis.
- Performs any other relevant duties as assigned.

Competencies

PROFESSIONALISM: Ability to apply sustainable development theories, concepts and approaches. Ability to conduct independent research and analysis on sustainable development topics, determine suitability, validity and accuracy of data provided by different sources. Shows skill in developing sources for data collection. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others;

places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education

Advanced university degree (Master's degree or equivalent degree) in communication, journalism, social media, international relations or any other related area, is required. A first-level (Bachelor's degree) university degree in combination with two (2) additional years of qualifying experience will be accepted in lieu of the advanced university degree. Certification in data analytics, business analytics or data science programs is an advantage.

Job Specific Qualifications

Work Experience

A minimum of two (2) years of progressively responsible experience in programme communications and advocacy, public diplomacy, public relations is required.

Experience in managing digital channels (website, social media) and/or traditional media outlets (newspaper, radio, TV) for a multilateral or intergovernmental organisation is desirable.

Experience in managing some resources, including personnel and budget, to support communications and advocacy activities, is desirable.

Experience in community level or multi-stakeholder communications is desirable.

Work experience of one (1) year or more in data analytics or related area is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this position, fluency in Arabic and English (both oral and written) is required. Knowledge of another UN official language is an advantage.

Note: "Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and "Knowledge of" equals a rating of "confident in two of the four areas.

Assessment

Evaluation of qualified candidates for this position may include a substantive assessment, such as a written test, which will be followed by a competency-based interview by phone/teleconference or face-to-face.

Special Notice

This position is temporarily available for 364 Days. Extension of the appointment is subject to extension of the mandate and the availability of the funds. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.

National Professional Officers are nationals of the country in which they are serving, and their functions must have a national context, i.e. functions that require national experience or knowledge of the national language, culture, institutions, and systems.

THIS POSITION IS OPEN TO NATIONALS OF LIBYA ONLY. National Professional Officer category shall be of the nationality of the country where this position is located and will be recruited in the country or within commuting distance of the office. If no suitable local candidate is identified, Libyan nationals residing elsewhere may be considered, in which case the candidate would be responsible for any costs related to traveling and relocating to Libya in the event of an employment offer. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

Note to current staff members at the General Service level: Should a current General Service staff member (not on Continuing or Permanent Appointment) be selected for this post, he/she would need to resign from his/her General Service appointment before receiving a new appointment at the National Officer level. Locally recruited General Service staff members applying for this post must meet the minimum requirements, including academic qualifications and years of relevant experience. Relevant experience in the General Service category at G-6 and G-7 levels may count towards experience requirements. "Internal Applicants: When completing the form, ensure ALL fields, ALL professional experience and contact information are completed and up to date. This information is the basis for the hiring manager to assess your eligibility and suitability for the position and to contact you. "

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of

qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

Upon separation from service, including, but not limited to, expiration or termination of, or resignation from, a fixed-term, continuing or permanent appointment, a former staff member will be ineligible for re-employment on the basis of a temporary appointment for a period of 31 days following the separation. In the case of separation from service on retirement, a former staff member will be ineligible for re-employment for a period of three months.

following the separation. This equally applies, *mutatis mutandis*, with respect to a former or current staff member who has held or holds an appointment in another entity applying the United Nations Staff Regulations and Rules and who applies for a temporary position with the Secretariat.

Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.

All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. On-line applications will be acknowledged where an email address has been provided. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. If the problem persists, please seek technical assistance through the Inspira "Need Help?" link.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical

intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

