



MEDIA and COMMUNICATIONS ANALYST (TA)

Job title:	Media and Communications Analyst
Level:	NOB
Position Number:	00155758
Location:	Ulaanbaatar, Mongolia
Full/Part time:	Full-Time
Fixed term/Temporary:	Temporary Appointment
Rotational/Non Rotational:	Non-Rotational
Duration:	364 days

The Position:

The Media and Communications Analyst substantively contributes to sustain and increase public awareness of ICPD core issues and UNFPA's work in Mongolia.

You will report to the UNFPA Head of Office.

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:

You will promote media coverage at national level, help ensure that UNFPA's branding and public messaging about its mandate and programme is consistent across the country communication priorities and appropriately adapted to the national context. In order to support public advocacy efforts on priority issues that affect the lives of women, girls, and youths in Mongolia, you will use communication platforms including social media and the website. You work closely with programme teams in the office to communicate with media, the public, and donors on UNFPA's work, as well as with the UN Communications Group to collaborate on engaging and informing the general public about the UN's mandates.

Under the over guidance and with direct supervision of the UNFPA Head of Office, in close collaboration with the communications focal points of the programme teams and with guidance from the Asia-Pacific Regional Office, you will implement of Country Communication Strategy by planning, implementing, monitoring and evaluating communication and advocacy plans and/or activities, in the context of the national policies and UN initiatives.



You would be responsible for:

- Providing critical analysis and communication advice to the CO, including through environmental scanning of the media.
- Contributing to CO formulation, development and updating of an advocacy and communication strategy by collecting inputs on UNFPA position in respect to key national policy challenges, compiling relevant data and conducting audience research as needed.
- Coordinating special events and activities to promote UNFPA position on key national development challenges especially for young people and women and vulnerable groups, and related programme goals, including for relevant UN commemoration days.
- Maintaining up to date promotional materials and visuals; recommending appropriate information and communication materials (including print and audio-visuals) for use in media and advocacy and communication activities, ensuring that the UNFPA message is aligned with its branding, mission statement, priorities, programme and activities and consistently communicated and heard outside the organization.
- Drafting and editing articles, press releases, human stories and other advocacy /information materials for both web based and traditional media.
- Assisting in preparing background communication and promotional materials for briefings and visits of media, dignitaries and special interest groups, maintaining an update partners contact lists, following up on the production of materials and overseeing the qualitative aspects of the production including quality control, review lay out and graphic design.
- Establishing and maintaining close working relationships with media representatives, including editors, correspondents, reporters of key programme country news organizations, generating positive reporting on UNFPA's work; collaborating with the media through organizing field visits, facilitating investigative and well researched coverage on key ICPD issues, including visuals.
- Monitoring relevant national news media to identify trends in coverage priorities, issues and perspectives to effectively position UNFPA media outreach and responding to misinformation; monitoring public perception of UNFPA in Mongolia including press coverage of UNFPA and ICPD issues; recommending action to maintain a positive image for the organization; preparing weekly media synopsis on ICPD related development issues.
- Reporting and disseminating news and feature stories related to UNFPA's mandate and programme in the country, using various media (e.g., print, the web, radio, video news releases and documentaries) with APRO and HQs assistance to reach regional and global audiences.
- Contributing to capacity building of CO staff and project/partners' staff on communication by organizing training sessions, workshops, briefings for media representatives, journalists, and young reporters to sensitize and create awareness on UNFPA and ICPD issues.
- Overseeing the UNFPA's country social media, ensuring timely, accurate and comprehensive content based on information provided by national partners, regional and HQs offices.
- Maintaining and developing collegial relationships with media and communication counterparts from UN agencies, NGOs and other partners to enhance cooperation and ensure coherence in public information activities and messages; participating actively in the UN Communications Team to assess implementation of the joint communication strategy, emerging needs, progress and challenges, etc.
- Working to create synergies between regional communication activities and HQ-led efforts such as fundraising and global campaigns.
- Performing any other duties assigned by UNFPA Mongolia Country Office.



Qualifications and Experience:

Education:

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

Knowledge and Experience:

- Minimum 2 years of increasingly responsible professional experience in the field of communication.
- Experience with communications-related success metrics, such as social media performance monitoring
- Knowledgeable in communications approaches and best practices, particularly for advocacy and development projects
- Comprehensive understanding of Mongolian media and audience contexts
- Extensive network of Mongolian media connections is highly desired
- Photography skills, video editing skills, and graphic designing skills are highly desired
- Previous experience on building effective partnerships with members of the media, NGOs, Government officials, international and national organizations, business groups, and others is a plus.

Languages:

Fluency in written and spoken Mongolian and English.

Required Competencies:

Values: <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrates commitment to human development principles and values,• Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability,• Embracing change	Functional Competencies: <ul style="list-style-type: none">• Generating, managing and promoting the use of knowledge and information• Human Rights based approach,• Excellent communication skills,• Innovation and marketing of new approaches• Planning, organizing and multi-tasking
Core Competencies: <ul style="list-style-type: none">• 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	



Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

Disclaimer:

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

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.