

MEDIA and COMMUNICATIONS ANALYST (FTA)

Job title:	MEDIA and COMMUNICATIONS ANALYST
Level:	NOB
Position Number:	
Location:	Ulaanbaatar, Mongolia
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 funding)

The Position:

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

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 (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 International Conference on Population and Development (ICPD) and Sustainable Development Goals (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, and exceptional in how they manage the resources entrusted to them and who commit to delivering excellence in programme results.

Job Purpose:

Under the supervision and guidance of the Head of Office, the Media and Communications Analyst will contribute to a) develop the UNFPA Mongolia Communication Strategy, implement and update the Strategy as required, b) promote the work of UNFPA Mongolia 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 Mongolia, you will use communication platforms including social media and the website. You will represent UNFPA Mongolia 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 Head of Office assist the Mongolia 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 Mongolia both in English and Mongolian 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 Mongolia 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 Mongolia.
- 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 Mongolia 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 Mongolia CO.
- Monitor media coverage on UNFPA's work in Mongolia.
- Participate at the UN interagency Communications Group, ensuring UNFPA communication products are of high 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 Mongolia Country Office, the APRO Communication Adviser, and colleagues in 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 or Bachelor 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 Mongolian is a must;
- Comprehensive understanding of Mongolian media and audience contexts,
- Extensive network of Mongolian 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 Mongolian and English.

Required Competencies:

<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Advocacy/Advancing a policy-oriented agenda • Leveraging the resources of national governments and partners/building strategic alliances and partnerships • Delivering results-based programmes • Internal and external communication and advocacy for results mobilization
<p>Core Competencies:</p> <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.

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.