

## Communications Specialist (Monitoring)

<b>Job categories</b>	Communications
<b>Vacancy code</b>	VA/2022/B5505/24492
<b>Department/office</b>	AR, SAMCO, Sri Lanka
<b>Duty station</b>	Colombo, Sri Lanka
<b>Contract type</b>	Local ICA Specialist
<b>Contract level</b>	LICA Specialist-10
<b>Duration</b>	Open-ended
<b>Application period</b>	23-Aug-2022 to 05-Sep-2022

Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

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### Background Information - UNOPS

UNOPS – an operational arm of the United Nations – supports the achievement of the Sustainable Development Goals (SDGs) by successfully implementing its partners’ peacebuilding, humanitarian, and development projects around the world. Our mission is to help people build better lives and countries achieve peace and sustainable development.

UNOPS areas of expertise cover infrastructure, procurement, project management, financial management, and human resources.

### Working with us

We are proud of our people. With a wealth of knowledge and skills in various disciplines – engineering, finance, human resources, ICT, leadership, project management, procurement, and more – they help tackle some of the biggest challenges of our time. Their work around the world supports progress toward the Sustainable Development Goals (SDGs).

At UNOPS, we offer a range of short- and long-term opportunities in various environments and duty stations – from Denmark and Kenya to Mexico, Switzerland, Myanmar, Senegal, Uganda, and many more.

## **Diversity**

With over 5,000 UNOPS personnel and approximately 7,400 personnel recruited on behalf of our partners, spread across 80 countries, our workforce represents a range of nationalities and cultures. We promote a balanced and diverse labor force — a strength that helps us better understand and address our partners' needs. We continually strive to maintain our gender-balanced workplace. We encourage qualified underrepresented groups as per UNOPS Gender, Diversity, and Inclusion Strategy to apply for our vacancies.

## **Work life harmonization**

UNOPS values its people and recognizes the importance of balancing professional and personal demands.

## **Background Information - Sri Lanka**

### **UNOPS in Sri Lanka**

UNOPS has supported Sri Lanka's development since 1998, expanding operations in 2005 to support the post-tsunami response and reconstruction process. Within the organization's mandate in project management, infrastructure, and procurement, UNOPS Sri Lanka implements customized socio-economic development projects that benefit vulnerable people and develop national capacities. Achievements in Sri Lanka include the development of sustainable and climate-resilient infrastructure, procurement services & capacity building, and project management in education, fisheries, roads, health, water supply systems; flood control and sanitation, and integrated solid waste management sectors. UNOPS works closely with Government counterparts and communities to ensure increased ownership, sustainability and accountability of Projects. Key projects in Sri Lanka include the Technical Project Management support for the Maternal and Newborn Health Care Strengthening Project in Matara District, Sri Lanka funded by KOICA.

UNOPS Sri Lanka also facilitated over \$22 million worth of procurement of COVID-19 protection equipment and services in partnership with the World Bank, the Government of Japan, and the United Nations Multi-Partner Trust Fund

## **Background Information - Job-specific**

**Project Information:** UNOPS has signed an MOU with an intergovernmental organization called SACEP (South Asia Cooperative Environment Program). SACEP is implementing the World Bank-funded PLEASE (Plastic free Rivers and Seas for South Asia Project). In accordance with the Agreement, UNOPS should provide implementation support and advice to SACEP in implementing the Plastic free Rivers & Seas for South Asia Project (PLEASE). In Particular, UNOPS is expected to assist the PIU in implementing RBG (Regional Competitive Block Grant) under Component 1 of PLEASE.

Under the overall Supervision of the UNOPS International Project Manager. The Incumbent will support the SACEP PIU and provide Technical Assistance in Implementation of the Component 1 of PLEASE Project, especially in activities listed below.

## **Functional Responsibilities**

### **1. PLEASE Project external Communication Strategy**

Provide support and advice to SACEP on the review and refinement of the external communication strategy for PLEASE Project especially focused on the Component 1. This includes:

- Advising and working together with SACEP to determine key messages and refining those messages over time based on evidence
- Working together with SACEP to assess the effectiveness of the strategy and refining as necessary
- Harnessing new opportunities in communications
- Provide advice and substantive support to SACEP on monitoring and evaluation framework for communication activities.
- Providing advice and support to SACEP during the implementation of the External Communications Strategy. This includes taking the initiative to identify and seize opportunities in an independent, self-driven way to enhance the communications work PLEASE Project
- Ensuring appropriate visibility for PLEASE with all stakeholders (including correct logo usage, appropriate media coverage both locally and internationally, assess the communications materials of partners to ensure that they are appropriate and relevant to the communities in which they are used.)
- Work together with SACEP to ensure internal and external communications channels are well managed, including social media and website, staying attuned to global developments in web-based communications to ensure PLEASE is up to date and following latest developments
- Prepare written and visual content for distribution to the press and website or other relevant channels, including articles, speeches, videos, brochures, newsletters and reports
- Manage communications products, including the preparation of factsheets and materials needed for workshops, seminars, briefings, and events.
- Identifying and obtaining feature stories and other materials to facilitate global/regional advocacy;
- Easy web-based access to information on Access to Health Fund policies, board decisions, implementing partner details, types of actions funded, grant allocation, funding possibilities and sharing of Access to Health beneficiary stories;
- Advice and support SACEP In management of the Communications Unit work plan
- Ensure maintenance of relevant contact lists and content libraries.
- Support brand awareness PLEASE, including raising awareness and managing the perception of the fund through localized messaging and brand management.
- Evaluate effectiveness and impact of PLEASE publicity campaigns, events, website and social media
- Provide missions with high-quality briefing kits before each visit

- Coordinating the production of multimedia content.

## **2. REPORTING:**

- Manage the delivery of PLEASE Annual and Progress Report (content, writing, editing, layout, publishing) to deadline and specifications.
- Manage the delivery of other reporting requirements including ad hoc requests

## **3. EVENT MANAGEMENT AND CAPACITY DEVELOPMENT:**

- Organization of regular events to showcase PLEASE and its partners;
- Organize logistics for communications-related field trips and events, including media and press.

## **4. Knowledge Management**

- Manage smooth, well-functioning internal communications and knowledge management for the PLEASE including:
- Communities of practice and other internal mechanisms for sharing knowledge and bolstering internal communications
- Internal knowledge management by gathering lessons learned
- Events and other mechanisms to disseminate information (internal and external) based on lessons learned

## **5. General**

- Working in close collaboration with PIU/ SACEP teams and build collaborative team spirit;

## **Functional competencies:**

- Demonstrates strong technical knowledge and commitment to continuous learning.
- Demonstrates results orientation and focus on solutions.
- Ability to develop and maintain effective work relationships with clients, donors and other stakeholders.
- Ability to plan work in a collaborative manner and to manage priorities
- Works collaboratively with colleagues to achieve the goals of the project and in accordance with UNOPS shared goals
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure.

## Technical competencies:

The Communications Specialist (Monitoring) is responsible for keeping abreast of new developments in monitoring and evaluation.

## Competencies



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization. **(for levels IICA-2, IICA-3, LICA Specialist- 10, LICA Specialist-11, NOC, NOD, P3, P4 and above)**



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

## **Education/Experience/Language requirements**

### **Education:**

- Master's degree in communication, media studies, journalism, international relations, public/media relations, public relations, event management, English or any other related field is required.
- A Bachelor's Degree in combination with 7 additional years of relevant experience may be accepted in lieu of the Master's Degree

### **Experience:**

- Five years of experience in communications, event management, advocacy/government relations, digital media, journalism/press, environmental issues,, public/media relations, marketing, international relations, writing/editing (including grant/proposal writing), research or any other related fields is required.
- Experience working in advertising, public relations, social behavior change communications would be an asset.
- Experience in developing strategy and plans for communications and helping in the organization events (and associated materials) is highly preferable.
- Previous working experience in a similar position with media organizations, UN, NGO or private organizations would be an asset.
- Previous experience with environmental issues including plastic management would be an asset.
- Experience in personnel management is as asset.

### **Language Requirements:**

- Fluency in English is required.

## **Contract type, level and duration**

Contract type: Local Individual Contractor Agreement

Contract level: LICA-10

Contract duration: Open-ended, subject to organizational requirements, availability of funds and satisfactory performance.

For more details about the ICA contractual modality, please follow this link:

<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx> (<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx>)

## **Additional Considerations**

- Please note that the closing date is midnight Copenhagen time.
- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- **UNOPS embraces diversity and it is committed to the principle of equal employment opportunity for all its employees and encourages qualified candidates to apply irrespective of race, colour, national origin, ethnic or social background, genetic information, gender, gender identity and/or expression, sexual orientation, religion or belief, or disability.**
- UNOPS seeks to reasonably accommodate candidates with special needs, upon request.
- Work life harmonization - UNOPS values its people and recognizes the importance of balancing professional and personal demands. We have a progressive policy on work-life harmonization and offer several flexible working options. This policy applies to UNOPS personnel on all contract types
- For staff positions only, UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post
- For retainer contracts, you must complete a few Mandatory Courses (around 4 hours) in your own time, before providing services to UNOPS.
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.
- All UNOPS personnel are responsible for performing their duties in accordance with the UN Charter, UN Staff Regulations and Rules, UNOPS Policies and Instructions, as well as other relevant accountability frameworks. In addition, all personnel must demonstrate an understanding of the Sustainable Development Goals (SDGs) in a manner consistent with UN core values and the UN Common Agenda.
- It is the policy of UNOPS to conduct background checks on all potential recruits/interns. Recruitment/internship in UNOPS is contingent on the results of such checks.

*This is a local position, as such it is open only to nationals of Sri Lanka or candidates with a valid work permit.*

#### **DISCLAIMER**

The screening of your application will be conducted based on the information in your profile. Before applying, we strongly suggest that you review your [UNOPS Jobs profile](https://jobs.unops.org/pages/User/CreateProfile.aspx) (<https://jobs.unops.org/pages/User/CreateProfile.aspx>) to ensure completeness, especially the education and experience sections.

#### **RELEVANT STORIES**

- "I am very proud to be a member of the UNOPS family. The projects and partners we work with really benefit those who need it most"

**Vicente Huaquisto**

Driver At Unops In Peru

- "UNOPS is a results-oriented organization – it therefore pushes me to perform at my best every day."

**Mariacarmen Colitti**

Senior Partnerships and Liaison Advisor

**Explore our work >> (<https://www.unops.org/news-and-stories/?type%5B%5D=StoryArticle>)**