**UN75 Communications Analyst - UNDCO - UN Volunteer / National Specialist**

**Based in Istanbul, Turkey**

**Application Deadline:** 23/03/2020, Monday

**Application Link:** <https://www.unv.org/calls/TURR000415-6616>

**Eligibility criteria**

Minimum age: 22 years old. Applicants must be nationals of or legal residents in the country of assignment.

**Description of task**

Within delegated authority, the Regional Communication Analyst will be responsible for the following duties:

***Summary of Functions:***

1. Provides strategic input in identifying activities that will be held at the country level in the context of UN75 and coordinate with Resident Coordinator’s Offices, their implementation;
2. Plans and follow-up the implementation of the regional coordination of communication strategies, advocacy to promote UN75;
3. Plans, monitors, and documents the promotion of UN75 activities in the region;
4. Partakes and assists with the work of United Nations Communication Groups in the region on UN75 matters;
5. Provides communications assistance for the DCO Regional Office;
6. Plans and monitor the regional coordination for digital communications/content (including social media), while guiding and monitoring institutional RCO/UN Country Team accounts in the region in relation with UN75, and in line with the Secretary-General Bulletin on Institutional Use of Social Media;
7. Focal point for coordination of media relations and partnership building at the regional level for UN75;

***Description of Functions:***

**Provides strategic input in identifying the activities that will be held at the country level in the context of UN75**

* Coordinates with Resident Coordinators’ Offices in the Region their implementation plans, at the strategic level, under the supervision of the Regional Director, and in consultation with UN75 team at HQ and Resident Coordinators’ Offices, the activities and events to be undertaken at the country level in relation with UN75;
* Supports the Resident Coordinators’ Offices in the region to develop and implement a plan of action and calendar of events related to UN75;
* Coordinates and follow-up the activities organized by the Resident Coordinators’ Offices at the country level.
* Liaises with UN75 team in NY regularly for planned updates and troubleshooting as needed

**Plans and follow-up the implementation of the regional coordination of communication strategies, advocacy to promote UN75**

* Provides substantive support to the Development Coordination Office- IRH, in designing, implementing and monitoring the UN joint advocacy and communication strategy around the promotion of UN75 activities;
* Maintains close, regular working relationship with Communications and advocacy officers in the region, particularly around UN 75 initiatives;
* Coordinates regional analyzes and presents inputs to the IRH for regional strategic advocacy and programme communications for UN75;
* Coordinates media monitoring and analysis in the areas related to the UN75;
* Identifies and assesses potential regional issues, concerns and risks related to communications and advocacy for UN75, and suggests corrective actions to the Regional Development Coordination Office;
* Assists the Regional Development Coordination Office in projecting the UN’s image effectively and accurately in the region as well as promoting transparency and accountability.

**Plans and monitor coordination of promoting the United Nations communications and advocacy priorities on UN75 at the regional level**

* Provides substantive support to the United Nations Department of Global Communications in adapting global communications and advocacy priorities at the regional level while promoting UN75;
* Maintains close and regular working relations with the field offices of DGC in the region on UN 75 matters;
* Advises the Regional Development Coordination Office on possible sources of funding and in-kind support and partnerships that could be leveraged for promoting UN75;
* Evaluates results and impact, at the regional level, of communications and advocacy initiatives promoting the work of the United Nations around the 75th anniversary and potentially also in key thematic areas, reporting the outcome to the Regional Development Coordination Office and the United Nations Department of Global Communications.

**Plans and monitor the regional coordination for digital communications/content (including social media) for the countries in the region**

* Plans and leads the regional coordination for external and internal digital communications platforms such as the UN country team websites, official UN country team social media accounts (Facebook, Instagram, Twitter, YouTube, etc.), Intranet and on-line collaboration platforms, also ensuring quality assurance of content;
* In line with the Secretary-General Bulletin on Institutional Use of Social Media, plans, leads and manages the development and implementation of a regional digital content strategy, assuring quality and contributing to the development of regional key communications and advocacy products (e.g. human-interest stories, multilingual and multimedia content, etc);
* Conducts regional exercises exploring the applicability of new and emerging tools and techniques to digital communications and advocacy activities to reach a wider, younger audience in the region.

**Coordination of UN branding and data/results reporting at regional level on UN75**

* Provides substantive support to the Regional Development Coordination Office 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 Regional Development Coordination Office- IRH on the use of the UN joint brand at the regional level across UN content and products, both offline and online;
* Plans, leads and organizes the collection of data and stories on UN75 at the regional level, providing inputs to DCO/RC System reports, supports regional launch events for joint UN publications, coordinating with author entities in the respective UN country teams and relevant local partners, including host country authorities, media representatives, members of academia, etc. to ensure high visibility and impact.

**Qualifications/Requirements**

Required degree level: Bachelor degree or equivalent

**Education - Additional Comments:**

University degree in communication, journalism, international relations or related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Required experience:**24 Months

**Experience remark:**

A minimum of two (2) years, in public information, communication, journalism, or related area is required.

**Language skills:**

* English(Mandatory), Level - Fluent

**Area of expertise:** Public information and reporting, Journalism, mass media and broadcasting, Other communications related experience

**Area of expertise details:**

Experience developing and implementing strategic, multimedia and public information campaigns for a diverse audience, and experience interacting and managing relations with the media is required. Experience in working with and/or managing the work of teams in multiple remote locations is required. Experience managing resources, including personnel and budget, to support communications and advocacy activities, is desirable.

A minimum of one-year experience working in the political, social and economic context of the region of responsibility is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For this post, **fluency in English is required.**

**Driving license:** No

**Application procedure:**

\* Not yet registered in the UNV Talent Pool?

First register your profile at <https://vmam.unv.org/candidate/signup>.

Important: After creating your account, complete all sections of your profile and submit it. Then go to ‘My Page’ at <https://vmam.unv.org/candidate/mypage> and click on the ‘Special Calls’ hyperlink. Lastly, select the special call to which you would like to apply.

\* Already registered in the UNV Talent Pool?

First update your profile at <https://vmam.unv.org/candidate/profile>.

Then go to ‘My Page’ at <https://vmam.unv.org/candidate/mypage> and click on the ‘Special Calls’ hyperlink to select the special call to which you would like to apply.

This is a national UN Volunteer assignment, therefore only nationals of Turkey and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

**Living Conditions:**

The UN Volunteer will be based in Istanbul, the largest city in Turkey where facilities and services are available including education, health services and entertainment. There is a lively and large group of international community. Istanbul airport has direct connections with all European and global cities. Istanbul is a Security level 3 (Moderate) duty station.

National United Nations Specialist receive a monthly (approx. 5210 TRY + entitlements, including resettlement allowance, settling-in-grant, 100% international health insurance, and learning allowance)