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**JOB DESCRIPTION**

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| **Official Job Title:** | **Communications, Partnerships, and Duty Station: Angola****Resource Mobilization Analyst** |
| **Grade (Classified)** | **NO-B**  |
| **Post Number:** | **13135** |
| **Post Type:** | **[ ]  Rotational** **[x]  Non-Rotational** |
| **Classification Authority:** | **ESARO/DHR**  | **Date: January 2018** |

**1. Organizational Location**

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| The Communications, Partnerships, and Resource Mobilization Analystpostis located in Angola Country Office and reports directly to the UNFPA Representative. Successful candidate will be responsible for the development and implementation of effective communication, partnership, and resource mobilization strategies aimed at raising visibility, and awareness of the brand and work of UNFPA in Angola. |

**2. Job Purpose**

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| The Communications, Partnerships, and Resource Mobilization Analyst will develop and lead the implementation of communication tools and advocacy campaigns related to priority thematic areas. He/she will also establish and manage the network of partners and alliances to support the UNFPA programme. The Communications, Partnerships, and Resource Mobilization will develop resource mobilization tools to support the fundraising efforts of the Country Office.The candidate will participate in UN communications working group and other related UN wide communications events. |

**3. Major Activities/Expected Results**

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| * **Development of the communication tools and advocacy campaigns**
* Develops, leads and executes effective communications strategies and campaigns aimed at raising visibility, and awareness of the brand and work of UNFPA;
* Produces communication materials (e.g., briefing notes, images, video, press releases, newsletters)
* Drafts and edits articles, human interest stories and other advocacy/information materials;
* Follows up on the production of advocacy and communication materials (e.g., films, videos, audio-visuals, etc.);
* Oversees the qualitative aspects of production, (e.g., quality control, translations, reviews of layout and graphic design etc.);
* Ensures that social media platforms and website have up to date information;
* Collaborates with the media through activities such as organizing project site visits, facilitating photo coverage and TV footage and utilizing both web-based and traditional media as appropriate;
* Monitors and evaluates the use and effectiveness of media materials including social media engagements. Maintains a library of overage (clippings, coverage etc.).
* **Partnerships and resource mobilization**
* - Drafts, reviews and updates the resource mobilization strategy and plan for 2015-2019;
* - Liaises with the Representative to establish funding priorities, shortfalls for targeted resource
* mobilization strategies;
* - Conceptualizes and develops creative and modern fundraising tools and ideas;
* - Develops factsheets, briefing materials, info graphics, presentations for public information,
* advocacy and resource mobilization purposes;
* - Prepares project proposals and shares information about UNFPA tools for co-financing and
* funding;
* - Develops and maintains profiles of strategic donors, private sector and partners;
* - Manages the preparation of materials for donors and partners meetings;
* - Monitors and keeps updates on existing and potential partnerships. Follows through and ensures
* that recommendations and action points agreed to are addressed.
* **Raising awareness about UNFPA Angola Office activities**
* Drafts and shares information and networks with the regional office and HQ (UNFPA in the news, lessons learned, programme information, updates, newsletters, press releases and other communication materials);
* Organizes advocacy campaigns on the WPD, the SWOP and other international days observed by UNCT Angola;
* Ensures media presence and coverage of UNFPA events;
* Develops documents/publications/communication materials, presentations, speeches, background information for interviews, formal/informal meetings, and other communication events;
* Distributes institutional communication materials to key audiences;
* Updates the DocuShare with programme and operational information;
* Participates in the promotion of the Country Programme including inter-agency programmes and engages in programme planning, implementation, monitoring and evaluation;
* Undertakes other tasks as maybe assigned by the supervisor.
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**4. Work Relations**

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| The candidate will work with the international and national counterparts (both governmental and non-governmental), local media, the UN Agencies, UN Resident Coordinator Support Office, UN Interagency Communication Group to establish functional partnership and enhance coordination mechanisms in communicating and advocating for the UNFPA mandate in the context of the Country Programme Action Plan (CPAP) UNPAF and National Development Plans. She/he will work closely with the Regional Communication Adviser and the Resource Mobilization Adviser ESARO to ensure optimal communication flow and necessary coordination. |

**5. Job Requirements**

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| **Education:** Advanced degree (Masters level) in Communication, Marketing, Journalism, Social Sciences, Marketing, Public Relations or an equivalent is required.**Experience:** Minimum 2 Years of relevant experience preferably with some experience in an international organization. * Excellent interpersonal, communication, negotiation, and managerial skills required. Self-starter, proactive, passion for the issues. Team leader and team builder;
* Proven ability to develop and implement effective communications and resources mobilization strategies and campaigns;
* knowledge of content creation and digital marketing, of public relations tools and techniques, and of the entire publication or production processes, including digital publishing;
* Excellent written and oral communications and editing skills both in English and Portuguese;
* Proven track record in generating substantial media coverage and managing high-visibility campaigns or projects;
* Strong skills in pitching stories to media, social media influencers and bloggers. Strong project management skills. Ability to manage time and prioritize;
* A thorough understanding of the UN system.

**Values:*** Exemplifying integrity
* Demonstrating commitment to UNFPA and the UN system
* Embracing cultural diversity
* Embracing change

**Core Competencies:*** Achieving results
* Being accountable
* Developing and applying professional expertise/ business acumen
* Thinking analytically and strategically
* Working in teams/ managing ourselves and our relationship
* Communicating for impact

**Managerial Competencies:*** Providing strategic focus
* Engaging internal/external partners
* Leading, developing and empowering people/ creating a culture of performance
* Making decisions and exercising judgment

**Functional Skill Set:*** 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

**Languages:** Fluency in Portuguese and English is required.  |

**6. Signatures/Certification:**

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| **Incumbent’s Name & Signature** **(If Applicable)** | **<Enter Incumbent's Name Here>****<Date>** |
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| **Immediate Supervisor’s Name & Signature**  | **<Enter Supervisor's Name Here>****<Date>** |
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