



## Programme Analyst, Communications

<b>Job title:</b>	<b>Programme Analyst</b>
<b>Level:</b>	<b>NO-A</b>
<b>Position Number:</b>	<b>00186342</b>
<b>Location:</b>	<b>Sarajevo, Bosnia and Herzegovina</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Fixed Term</b>
<b>Rotational/Non Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>One year (renewable)</b>

### The Position:

The Programme Analyst, Communications advises and assists in developing and implementing the Country Office's Communications and Advocacy Strategy, including the analysis and assessment of relevant political, social and economic trends, guiding and facilitating the delivery of UNFPA's programmes.

She/He will report to the UNFPA Representative.

### 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 UNFPA's strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. UNFPA's strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic and other challenges 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; 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:

Working within the Country Office (CO) environment, She/he will support the effective management of UNFPA activities in the areas of communication and advocacy on social issues. Through analysis and assessment of political, social and economic trends, you will



contribute to project formulation and evaluation, joint programming initiatives and national development frameworks.

She/he will assist in monitoring results achieved during implementation, guiding the appropriate application of systems and procedures, and developing enhancements as required.

**You would be responsible for:**

- Analysing and interpreting the political, social and economic environment relevant to UNFPA activities, as well as the public perception of UNFPA in the media and general public, and identifying opportunities for strategic communications interventions and recommends appropriate action to seize opportunities for increasing visibility for UNFPA, its work and ICPD issues, and to maintain a positive image for the organization;
- Guides internal and external communications aimed at informing and engaging staff and various audiences around the corporate strategic goals and transformative results and the high-level goals of the country programme;
- Coordinates the development, in collaboration with the programme team, of the CO's communication and advocacy strategy and action plan;
- Establishing collaborative relationships with traditional and social media, as well as with civil society groups and organizations essential to achieving UNFPA's advocacy and communication objectives;
- Assists in drafting and editing articles, press releases, human interest stories, social media content and other advocacy/information materials;
- Coordinates the establishment and content maintenance of the UNFPA website and social media accounts for UNFPA Bosnia and Herzegovina;
- Coordinates with concerned programme staff to prepare background communication and promotional materials for briefings and visits of journalists, donors, senior government officials and other groups;
- Helps organize and generate public support for special events, including World Population Day and the launch of the State of World Population Report;
- Contributes press clippings to the weekly regional media monitoring report;
- Leads on the production of advocacy and communication materials (e.g., films, infographics, podcasts, video, audio-visual, etc.) for national, regional and global campaigns, and oversees the qualitative aspects of production (e.g. quality control, translation, review of layouts and graphic design) to ensure the highest standards and compliance with UNFPA style and policies;



- Assists in monitoring and evaluating the appropriate and timely dissemination of advocacy and communication materials to target audiences, and participates in the evaluation of their impact. Provides feedback to Regional Office and Headquarters on the use and appropriateness of global publications and visual materials;
- Establishes/maintains a repository of communications materials, including written, visual and audio-visual materials;
- Participates in the Bosnia and Herzegovina UN Communications Group and contributes to planning and implementation of the joint UN Communication Strategy.
- Assisting in implementing knowledge management strategies to capture lessons learned and best practices, sharing these with management for future planning
- Assisting in advocacy and resource mobilisation efforts of the CO, by establishing and maintaining a network of donor and public information contacts. Assisting with organising and conducting of donor meetings and public information events, including preparing relevant background material for these events.

## **Qualifications and Experience**

### **Education:**

Advanced degree in communications, journalism, public relations and/or other related social science discipline. At least seven years of relevant experience can be considered in lieu of the advanced degree.

### **Knowledge and Experience:**

- Up to two years professional experience in the field of communication and advocacy on social issues is desirable
- Experience in public relations, communications and/or journalism
- Proven ability to plan, design, implement and oversee strategic communications at the organizational level, particular in the social sector;
- Familiarity with the communications, public relations and journalist landscape in Bosnia and Herzegovina
- Excellent network of professional contacts within the Bosnia and Herzegovina communications/public relations community;
- Familiarity with UN procedures and working methods, particularly with UNFPA agenda, policies and procedures is a plus.
- Experience using office software packages and web-based management systems.

### **Languages:**

Fluency in English and Bosnian/Croatian/Serbian required

### **Required Competencies:**

**Values:**

- Exemplifying integrity,
- Demonstrating commitment to UNFPA and the UN system,
- Embracing cultural diversity,
- Embracing change

**Functional Competencies:**

- 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 mobilisation

**Core Competencies:**

- 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>