



Vacancy Notice No. IC/2021- 008

Terms of Reference

Assignment Title:	National Communications Consultant
Duration of Consultancy Assignment:	11 Months
Duty Station:	Yangon
Closing Date for Application:	23 July 2021 (5 pm Yangon Time)
Expected Starting date of Assignment:	August 2021 (as soon as possible)

1. PURPOSE OF CONSULTANCY

Under the direct supervision of the Communication and Advocacy Analyst, and in close collaboration with programme teams of the Myanmar country office, the consultant fills the temporary staffing gap in the communications team. The consultant substantively contributes to the organization's overall external relations, advocacy and communications activities.

2. SUPERVISION AND WORKING ARRANGEMENT

The consultant will work under the supervision of the Communication and Advocacy Analyst.

3. SCOPE OF WORK AND EXPECTED DELIVERABLES

Main activities:

- Support the communications team in the area of online communication, including content, website and social media platforms
- Support the communications team both broadly and specifically in the area of publications and promotional materials, and distribution of stocks
- Support the organisation of events, including media-related activities, launches and flagship events and social media campaign
- Conduct media monitoring on various media platform available such as print, online



and social media and prepare media monitoring report

- Support the design of publications (print and electronic) and other promotional materials
- Support developing social media toolkits designed for UNFPA's social media campaign
- Support updating the contents of UNFPA Myanmar website and organization's social media
- Other tasks in support of the UNFPA country office as assigned by supervisor.

Key deliverables

- Regular and good quality content on UNFPA website, social media and publications (print, electronic)
- Media monitoring and daily media monitoring reports (including content that needs urgent attention by management)
- High quality design of promotional materials and publication
- High quality social media toolkit
- Well managed media coverage of key events and flagship days.

4. DURATION AND WORKING SCHEDULE

The consultant will be engaged for 11 months on a full time basis. Duty station of the consultant is in Yangon and occasional travel may be required. However, the consultant will be allowed with working from home arrangement due to the COVID - 19 travel restrictions in the country.

5. MONITORING AND PROGRESS CONTROL

The consultant will have regular meetings with the direct supervisor and other members of the communications team. A timesheet and monthly report will be submitted at the end of each month.

Terms of Payment

The consultant will work on a full-time schedule and are remunerated on a monthly basis.

6. QUALIFICATIONS AND EXPERIENCE

Education:

- Advanced university degree in communications, social science and other related field.



Knowledge and Experience

- For those with advanced university degree, minimum one year of increasingly responsible relevant professional experience is preferable
- For those with Bachelor's degree, minimum two years of relevant professional experience of communications and advocacy is required
- Proficiency in MS Office packages
- Ability to use professional graphic design software including Adobe Photoshop, Adobe In-design, Adobe Premiere Pro.

Languages

- Fluency in oral and written English and Myanmar

HOW TO APPLY

Applicants with the required qualifications and experience should submit the application with the UN P11 form (<http://myanmar.unfpa.org/vacancies/un-p11-personal-history-form>), completed and signed by the applicant along with the education certificates and the names and contact information of three references.

Applications should be addressed to:

Email: hr.myanmar@unfpa.org

Attention: International Operations Manager,
Room A07, UNFPA, No.6, Natmauk Road, Yangon

Note:

UNFPA reserves the right to offer comparable assignment to those qualified candidates that may not have been selected for this consultancy assignment which they applied for. These offers will be based on the needs of the organization, appropriateness and relevance to the candidate's educational backgrounds and work experience. Only those candidates in whose qualifications and experience the Office has further interest will be contacted for subsequent interviews.

- (i) This vacancy is open to applicants of either sex.**
- (ii) There is no application, processing or other fee at any stage of the application process.**
- (iii) UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.**
- (iv) UNFPA regrets its inability to reply individually or to attend to telephone queries on the above advertised post.**

