CIRCULAR N°: 9

A: Representantes, Directores/as
Personal de Naciones Unidas
Candidatos/as externos/as al Sistema de Naciones Unidas

De: Maribel Gutierrez
Representante Residente del PNUD en Cuba

Asunto: Anuncio de vacante Oficial Asociado de Coordinación para el Desarrollo/Programa Comunicaciones y Abogacía

Tengo el agrado de invitar a todas las personas interesadas de dentro o fuera del Sistema de Naciones Unidas en Cuba y que reúnan los requisitos estipulados en la Descripción del Puesto que acompaña esta circular, a presentar su candidatura para el siguiente puesto en la Oficina de la Coordinadora Residente del Sistema de las Naciones Unidas en Cuba (RCO)

Contexto

Con la Agenda 2030 para el Desarrollo Sostenible en el centro, y en respuesta a la resolución 71/243 de la Asamblea General en la revisión cuatrienal de la política de actividades operacionales para el desarrollo del Sistema de las Naciones Unidas, el informe del Secretario General de las Naciones Unidas (diciembre de 2017) "Reposicionando el Sistema de Desarrollo de las Naciones Unidas para cumplir con la Agenda 2030: nuestra promesa de dignidad, prosperidad y paz en un planeta sano" presenta una propuesta integral de fortalecimiento del Sistema de Coordinadores/as Residentes de las Naciones Unidas para garantizar un apoyo más coherente, responsable y efectivo a La Agenda 2030. Apoyado aún más por la resolución 72/729 de la Asamblea General, de 1 de junio de 2018, se otorgó al Secretario General el mandato de implementar el reposicionamiento del Sistema. Un Sistema de Coordinadores/as Residentes fortalecido es el centro de un Sistema de Desarrollo de las Naciones Unidas reposicionado. El informe subraya que las Oficinas de Coordinadores/as Residentes deberán contar con el personal adecuado para garantizar capacidades sustantivas suficientes para guiar los equipos de las Naciones Unidas en los países. La capacidad principal incluirá experiencia en coordinación y planificación estratégica, economía, apoyo a políticas específicas, monitoreo y evaluación de resultados y alianzas estratégicas, además de una sólida capacidad de comunicación dentro del equipo de las Naciones Unidas en el país. Este anuncio es parte de esta nueva generación de Oficinas de Coordinadores/as Residentes, con nuevas habilidades y competencias necesarias para apoyar la Agenda 2030.
Las personas interesadas deberán presentar una carta de motivación con extensión no mayor a una cuartilla y el formulario de Historia Personal P.11 de la ONU que acompaña esta Circular, el cual puede ser reproducido y deberá presentarse/enviarse correctamente completado y firmado.

El puesto está abierto a todas las personas interesadas. Esta Oficina se reserva el derecho de responder sólo a las candidaturas que cumplan los requerimientos anunciados en la vacante.

La persona será contratada bajo la modalidad de Contrato a Plazo Fijo (Fixed Term Appointment), por período de un año, que puede ser prorrogable.

La información requerida puede entregarse por vía email a: sara.choa@undp.org y maricharo.diaz@undp.org o presentarse en sobre sellado en la sede de nuestra Oficina sita en Calle 18 No. 110 entre 1ra y 3ra Miramar, Playa, La Habana. Debe indicarse como asunto **VACANTE OCR Oficial Asociado de Coordinación para el Desarrollo/Programa Comunicaciones y Abogacía**.

Las postulaciones serán recibidas hasta el viernes 31 de mayo del 2019 a las 4:30 pm.

Mucho les agradeceré su atención a esta Circular.
United Nations

CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

Generic Job Profile
Associate Development Coordination Officer, Programme Communications and Advocacy - NOB

Organizational Setting and Reporting Relationships: The position is located in the United Nations Resident Coordination Office (RCO) in multiple countries and typically reports to the Senior Development Coordination Officer, Strategic Planning and RCO Team Leader.

Responsibilities: Within delegated authority, the Associate Development Coordination Officer, Programme Communications and Advocacy will be responsible of the following duties: (These duties are generic and may not be carried out by all Development Coordination Officers, Programme Communications and Advocacy.)

Summary of Functions:
1. Contributes to strategy advocacy and programme communications in support of the UN Development Assistance Framework (UNDAF)
2. Assists in partnership building and media relations
3. Provides substantive support for digital communications
4. Supports publications and branding management

Description of Functions:

1. Contributes to strategy advocacy and programme communications in support of the UNDAF

   • Provides substantive support to the Resident Coordinator (RC) and UN Country Team (UNCT) in designing, implementing and monitoring the UN joint advocacy and communication strategy, promoting the UNDAF as the primary instrument for the planning and implementation of UN development activities in the country, in support of the implementation of the 2030 Agenda for Sustainable Development;
   • Prepares inputs for the RC and UNCT on strategic advocacy and programme communications for the 2030 Agenda and to boost impact of programmatic objectives under the UNDAF;
   • Contributes to the promotion of advocacy and communications as a tool for a participatory approach to UNDAF implementation and monitoring, reflecting the views and priorities of people, including those left farthest behind;
   • Monitors and analyzes the media in the areas related to the UN’s mandates and programmes in the country, as well as other issues relevant to the UN brand and positioning;
   • Prepares inputs for the RC and UNCT on public messaging and media outreach, and assists in managing reputational risks or crises around sensitive issues;
   • Provides substantive support to the RC and UNCT, Programme Management Team (or equivalent) and Results Groups on potential issues, concerns and risks related to communications and advocacy, and suggests corrective actions;
• Provides substantive support to the UN Communications Group throughout the stages of the UNDAF cycle;
• In collaboration with the UN Communications Group and the UN Programme Management Team (or equivalent), and in coordination with the RCO colleagues responsible for data management and results reporting, contributes to the annual communication plan to publicize and communicate results with a focus on the UN’s development impact;
• Assists the RC and UNCT in projecting UN’s image effectively and accurately as well as promoting transparency and accountability;
• Provides substantive support to identity, incorporate, monitor and report on communication performance indicators throughout the UNDAF cycle.

2. Assists in partnership building and media relations

• Assists in the engagement of key traditional and non-traditional partners, including government, civil society, private sector, development partners and others new as well as traditional actors on the collective 2030 Agenda and the related role and impact of the UN’s work in country;
• Provides substantive support to the RC and UNCT in significantly expanding public outreach on the 2030 Agenda and the UN’s role and impact in country;
• Supports public engagement on the UN’s role and work in country, including through programme visits showcasing the UN’s development impact;
• Contributes to regular liaison with other partners for content development, information exchange, collaborative communication efforts, and innovative communication and advocacy tools;
• Compiles and analyzes communication experiences and shares findings with country, regional and HQ communication colleagues so that best practices benefit UN’s communication work;
• Assists in maintaining close working relationships with the media, including editors and journalists in key national and international news outlets; develops, maintains and updates media relations contact list/database;
• Prepares official briefing materials, talking points, speeches, statements, op-eds and presentations as necessary.

3. Provides substantive support for digital communications

• Maintains digital external platforms such as the UN country team website as well as UN social media presence (Facebook, Twitter account etc.);
• Assists in the development and implementation of a digital content strategy and contributes to the development of key communication products (e.g. human-interest stories, photography, video, animations, etc.).

4. Supports publications and branding management

• Provides substantive support to the RC and UNCT on joint UN publications, maintaining high quality standards and the correct application of the UN branding guidelines;
• Drafts inputs for the RC and UNCT on the use of the UN joint brand at country level across UN products, both offline and online.
Competencies:

- **Professionalism:** Knowledge and understanding of sustainable development theories, concepts and approaches. Ability to identify and develop sources for data collection. Ability to undertake research, analyze data, make recommendations and write draft reports on sustainable development issues. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.
Qualifications:

Education: Advanced university degree (Master’s degree or equivalent degree) in communications, journalism, 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.

Experience: A minimum of two years of progressively responsible experience in programme communications and advocacy or partnership development in the context of development cooperation or related area is required.

Language: Fluency in one of the working languages of the UN Secretariat, English is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Additional requirements: National Professional Officers are nationals of the country in which they are serving, and their functions must have a national context, i.e. functions that require national experience or knowledge of the national language, culture, institutions, and systems.

Signatures - Job Description Certification

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<tr>
<th>Incumbent (if applicable)</th>
<th>Name</th>
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| Supervisor | Name | Signature | Date |