



**UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE / SERVICE CONTRACT**

I. Job Information

Job title: Communication Associate

Project Title/Department: **UNODC, Border Management, based in Ha Noi, Viet Nam**

Duration of the service: **One year with possibility of renewal subject to funding availability and satisfactory performance**

Work status (full time / part time): **Full time**

Reports To: **Programme Officer -Border management**

Proposed Grade: SB-3

Approved Grade:

Position Classified by UNODC:

**Julien Garsany
Deputy Regional Representative
UNODC ROSEAP**

Classification Approved by UNDP:

II. Background Information

The United Nations Office on Drug and Crime (UNODC) provides technical assistance related to combating terrorism, organized crime, corruption and drugs to requesting Member States. This assistance also supports States Strengthening criminal justice and health systems and to ratify and successfully implement international conventions and protocols, in compliance with the rule of law and human rights.

The UNODC Regional Office for Southeast Asia and the Pacific's (ROSEAP) Regional Programme outlines the proposed scope and focus of UNODC's work in the region for the years to come. It provides a framework for delivering a coherent programme of work to:

- (i) give clear focus to supporting Member States and regional partners in achieving priority crime and drug outcomes; and
- (ii) increase the responsiveness, efficiency and effectiveness of UNODC's support to the region.

The Regional Programme focuses primarily on crime and drug challenges that are best addressed through coordinated cross-border and intra-regional cooperation. There are five sub programmes under the Regional Programme.

- Transnational organised crime
- Anti-Corruption
- Terrorism Prevention

- Criminal Justice systems
- Drugs and Health, and Alternative Development

III. Functions / Key Outputs Expected

Summary of Key Functions:

Under the direct supervision of the National Programme Officer in Viet Nam and Regional Programme Officer in Bangkok, the Communication Associate will be responsible for main assignments including:

- Record, design and produce communication materials, including photos, videos, brochures, booklets, leaflets, pagers about activities of the programme in accordance to the UNODC and UN's rule and regulation on communication;
- Collect daily information on TOC from open sources in Viet Nam and other countries in the region;
- Develop monthly/quarterly/ yearly infographic reports on TOC in Viet Nam and in the region.

Specific tasks to be performed by the Communication Associate:

The incumbent will fulfill the following tasks:

- Producing video clips, documentary films, communication reports, online features and communication about programme's activities;
- Providing advice(s) to UNODC on appropriate communication channels, dissemination methods and media such as video, print, web/online media, traditional media and social media to effectively communicate key messages to specific subjects;
- Collecting daily information from open sources on TOC in Viet Nam and in the region;
- Preparing and developing monthly/quarterly infographic reports on TOC in Viet Nam and in the region;
- Managing social tools/web-based database on TOC and programme's activities in Viet Nam and in the region.
- Perform any other work-duties as required.

IV. Impact of Results

Efficient and timely achievement of the results directly affects programme delivery. Inaccuracy in information supplied, inefficiency in support services provided, inadequacy in organizational and logistical arrangements made and insufficient client orientation will have a significant negative impact on programme efficiency and Organization's reputation.

V. Competencies

Corporate Competencies:

- Demonstrates commitment to Organization’s mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to perform a variety of standard tasks related to Results Management, including screening and collecting of programme/ projects documentation, projects data entering, preparation of revisions, filing, provision of information
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure

VI. Qualifications Requirements

Education:

University Degree in liberal arts, social sciences, communication or other related fields.

Experience:

- At least five years of working experience for the UN or other international organizations is required;
- Experience in advocacy and communications planning, including knowledge and work on transparency and governance in the extractive sector, and multi-stakeholder work;
- Experience of working with (and good contacts with) media organizations and have experience of leveraging coverage from those organizations;
- Understanding of the role of communication in development and ensuring transparency;
- Demonstrated ability to produce high quality, creative communications materials and proven track record of previous communication achievements;

	<ul style="list-style-type: none"> - Cultural and gender sensitivity are required; - Strong organization and time management skills, able to perform responsibilities independently with minimal guidance; - Strong communications skills; - Proficient with Multimedia tool/software, Web management tool/software, Microsoft Office, Google and Gmail. 	
Language Requirements:	Fluency in English and Vietnamese is required.	
VII. Signatures- Post Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Valentina Pancieri Border Management Programme Officer	Signature	Date