



THE UNITED NATIONS POPULATION FUND

Sub-regional Office for the Caribbean invites applications from suitably **qualified nationals of Jamaica and other CARICOM Countries**

This is not an international post

JOB ID NO.:	30158
CLOSING DATE:	16 May 2020
POST TITLE:	Communications and Partnerships Specialist
POST LEVEL:	NO-C
CATEGORY:	Fixed Term
POST NUMBER:	00155285
POST TYPE:	Non-rotational
DUTY STATION:	UNFPA Sub-regional Office, Jamaica
DURATION:	One year (renewable)
ORGANIZATIONAL UNIT:	UNFPA Sub-regional Office for the Caribbean

Organizational Setting and Location

The Communications and Partnerships Specialist post is located in Kingston and will report directly to the Director of the UNFPA Sub-regional Office for the Caribbean (SROC). The Specialist will work in an integrated manner with other technical and programme staff in Jamaica, with the UNFPA Liaison Offices in Barbados, Belize, Guyana, Suriname and Trinidad and Tobago and with the Communication and RMP advisors in the UNFPA Regional Office for Latin America and the Caribbean and in UNFPA Headquarters, New York.

Job Purpose

The Communications and Partnerships Specialist will be accountable for developing, managing, coordinating, implementing and monitoring an integrated communication, resource mobilization and partnerships strategy and associated products and activities on an on-going basis with public audiences, private and public entities, UN agencies and other key stakeholders with the objective of promoting awareness, understanding and support for UNFPA's mission, priorities and programmes in the Caribbean.

Duties & Responsibilities, *Inter alia*:

- 1. Integrated communications, partnerships and resource mobilization strategy:**
Ensure that the Sub-regional Office has a clear results-oriented strategy and associated work plans to support the programme objectives and to get SRHR, GBV and population dynamics issues into the public domain, strengthen political will in support of UNFPA's mission and objectives, and enhance the organization's credibility and brand.
- 2. Media relations:**
Ensure that the SROC has a successful process of communicating and maintaining close collaboration with the media to communicate the story of UNFPA's cooperation to a wider audience.
- 3. Partnerships & resource mobilization**
Manage partnerships with a view to achieve excellence in relationships keeping, management of the partnerships, and feedback in order to ensure increase in the number of partners and in the quality of partnerships, loyalty of partners and visibility of partnerships.

4. Monitoring & Evaluation:

Ensure that baselines are established against which the achievement of objectives of the integrated strategy are regularly reviewed.

5. Capacity building:

Ensure that the SROC Management Team and the programme units are provided with professional expertise and advice on all aspects of external relations.

Requirements:

To apply please visit our website: <https://bit.ly/UNFPACS> for the detailed Job Description and instructions. **Only short-listed candidates will be contacted.**