

I. POSITION INFORMATION

Position: Communications and Public Information Manager

Vacancy Announcement: UN Environment/ROLAC – Brazil Office

Type of Contract: Service Contract (SB4)

Duration: 6 months (renewable)

Duty station: Brasília

Closing date for application: August, 15th, 2017

II. ORGANIZATIONAL CONTEXT

The United Nations Environment Programme is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. A proper communication and dissemination of UNEP's messages, programmes, initiatives and reports is a key step to achieve the organization purposes. This position is located in the United Nations Environment Programme, Division of Communications and Public Information (ROLAC) at the Brasilia Duty Station.

III. FUNCTIONS / KEY RESULTS EXPECTED

The Communications and Public Information Manager will be responsible for providing communications support to the UNEP Representative in Brazil, and to implement a communications strategy for UNEP Brazil Office, following the guidelines from ROLAC and Headquarters. The Communications and Public Information Manager will work in close collaboration with the project officers and other staff members, and will be responsible to coordinate the Communications activities.

The tasks and responsibilities of the Communications and Public Information Manager includes:

- Leads and manages the communications and public information work of the Office;
- Develops, directs and delivers a communications and public information strategy of UN Environment Office in Brazil and ensures its effective implementation;
- Establishes effective cooperation and media relationship, liaising with government, relevant organizations, other intergovernmental organizations and non-governmental organizations in the areas related to communication, media and public information;
- Coordinate and implement internal and external strategic communications planning and processes to support UN Environment's mission, strengthen the visibility of the organization and raise public awareness on environmental issues in Brazil and in Portuguese Speaking countries
- Drafts and edits speeches, statements, op-eds, articles, talking points and other written materials for public and intern dissemination and advise the Representative and the country programme team on the effective use of tools of mass communication.
- Under the leadership of the Representative develops and monitors corporate communications priorities, goals, and outcomes and develops evidence-based advocacy messages, strategic use of resources, events organizations and involvement in key programmes processes to position UN Environment as a leader within the environment and sustainability space.
- Coordinate the website and social media maintenance, update and content; Provide and share information on UN Environment Brazil activities to be published by the global and regional UN Environment communications network;
- Act as focal point for communication capacity building: work with print and broadcast media to generate proactive news coverage. Monitor media and establish the overall capacity of the Country Office to initiate and respond to media contacts with required speed and skill. Give innovative and creative solutions to

sensitive strategic public communications issues and develop crisis communications strategies when needed;

- Participate at the UN Communication Group under the guidance of the Representative; subscribe to the principles and mission of the UNCG as a strong unifying platform for dealing with common communication challenges facing the UN, and ensure effective advocacy for the UN Environment mandate and its mission;
- Manages, guides, develops and trains staff under his/her supervision; fosters teamwork and internal communication among staff in the Country Office and among the country and the Regional Office and Headquarters.
- Under the supervision of the Office Representative, represent UN Environment at meetings, as required;
- Liaise regularly with UN Environment Regional Office of Latin American and the Caribbean to align the implementation of the strategies;
- Perform other tasks as required.

IV. TRAVEL

Costs with missions/travels in order to meet the objectives and results stated in this Term of Reference are not included in the total amount mentioned above and shall be covered by the Project, if necessary.

V. REPORTING LINES

The Service Contractor will perform its duties and responsibilities under direct supervision of the UN Environment Representative in Brazil, and with recommendations from DCPI senior staff at ROLAC and Headquarters.

VI. IMPACT OF RESULTS

All services to be performed under this Term of Reference (ToR) will have a direct impact on the development and implementation of the UN Environment Office's activities.

VII. COMPETENCIES AND CRITICAL SUCCESS FACTORS

Professionalism: 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;

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 the 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;

VIII. RECRUITMENT QUALIFICATIONS

Mandatory Academic Background

- Post-Graduation (Lato Sensu or Strcito Sensu) in Journalism, Communications Studies, Public Relations, and other related fields or; an undergraduate degree plus additional 4 (four) years of relevant experience to the post, beyond the work experience required.

Mandatory Work Experience

- At least 5 years of relevant experience in the field is required at the national or international level. Previous experience within UN System is preferable.
- Experience in the usage of computers and office software package, in handling web based management systems and knowledge of spreadsheet and database packages.
- Knowledge of Adobe softwares such as Acrobat X Pro, InDesign, Photoshop and Illustrator is desirable.
- Initiative and responsibility; teamwork ability, high flexibility and capacity to work under pressure

Desirable work Experience

- Experience within UN System/projects is desirable;

Mandatory Skills

- Capacity for writing texts, documents, reports and correspondences;
- Interpersonal skills, such as initiative, responsibility, teamwork, flexibility and capacity to work under pressure.

Language requirements

- Fluency, oral and written, in Portuguese and English; Knowledge of Spanish is an asset.

Qualified candidates may submit their applications by e-mail, in ENGLISH, including:

1. Detailed curriculum vitae (Personal History Format - P11 – [click to open the model](#));
2. Application letter containing the remuneration expectation.

Applications must be sent to the address mentioned below by no later than **August 15th**, 23:59 UTC/GMT (Brasília time) quoting reference “**Process 017/2017 Communications and Public Information Manager | UN Environment**”.

E-mail: hr.brazil@pnuma.org

Eventual requests for information or doubt clarifications may be submitted to United Nations Environment Programme Office in Brazil (to the email address above) by August 10th, 2017. The answers will be published on the UN Opportunities webpage, below this announcement on August 11th, 2017.

Applications received after the deadline will not be considered.

Only short-listed qualified candidates will be contacted for interview and written assessment phases.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity, including but not limited to, respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to, whether they have committed or are alleged to have committed criminal offences or violations of international human rights law and international humanitarian law.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.