

**Vacancy: 01-06-2021**

## **Terms of Reference Communication Advisor**

### **1. General Information**

Title:	Communications Advisor
Type of contract:	Individual Contract
Duty station:	Lima – Peru. Initially home based (*)- Full time
Duration:	August to December 2021 (with possibility of renewal)
Start Date:	August 2021
(*) Will be determined in due time and in keeping with regional COVID 19 pandemic measures based-on mutual agreement.	

### **2. Context**

The United Nations Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean (UNLIREC), headquartered in Lima, Peru, was created by a UN General Assembly resolution in 1986.

UNLIREC is one of three Regional Centres of the United Nations Office for Disarmament Affairs (UNODA). It is part of the Regional Disarmament, Information and Outreach Branch (RDI OB) of UNODA, which oversees and coordinates the activities of the all the disarmament centres for peace and development.

UNLIREC is the only UN regional entity specialized in disarmament and non-proliferation in the Latin American and Caribbean region. Its main function is to translate the decisions, instruments and commitments of Member States in the field of disarmament and non-proliferation into action, at national, sub-regional and regional levels. In short, UNLIREC supports Latin American and Caribbean States in achieving and maintaining peace and security through disarmament.

### **3. Functions/Key Results Expected**

As part of the implementation of the Centre's mandate, in particular during the COVID-19 pandemic, the Communications Advisor will contribute to increasing the visibility of the Centre, showcase its ongoing contribution to disarmament, arms and ammunition control and WMD non-proliferation throughout the region, and convert its products into user-friendly products apt for "virtual" consumption.

The Communications Advisor will assist the Political Affairs Officer in devising a short-term communication strategy for what remains of 2020 and a longer-term 2021-22 strategy. He/she will likewise assist in maintaining and modernizing all of UNLIREC's communication tools (news articles, news bulletins, website, publications, etc.) and lead UNLIREC into taking greater advantage of the social networking tools available.

#### **4. Responsibilities**

Under the general supervision of the UNLIREC's Political Affairs Officer, the Communications Adviser will be responsible for:

- a) Assisting in the management, updating and further development of internal databases; updating web site, including the drafting and editing of content.
- b) Updating UNLIREC social media content for LinkedIn, Twitter and Facebook.
- c) Supporting the design, development and maintenance of online and social media tools.
- d) Contributing to the creation of and improvements in UNLIREC's on-line products and courses (webinars, presentations, develop guidelines on improving the filming of staff when delivering presentations for courses and seminars, choosing appropriate photos and captions to accompany presentations, etc.).
- e) Elaborating the draft version of an institutional communications strategy (2021-2024)
- f) Researching, compiling and presenting basic information for use in the preparation and production of communications products/services.
- g) Contributing to the elaboration of news articles covering UNLIREC-led activities and UNLIREC participation in external events.
- h) Preparing and/or editing communication-related texts, institutional brochures, newsletters, and correspondence related to the delivery of activities.
- i) Helping to develop, update and modernize promotional and other material, e.g. brochures, presentational materials, announcements, video and audio cassette covers and catalogues, etc. and ensuring that photos, graphics, etc. are appropriate and conform to UN standards for print materials.
- j) Ensuring availability and appropriate packaging of products for distribution at UNLIREC-led activities.
- k) Assisting in the production and editing of video/film projects, radio programmes or website projects; tracking all production material; producing scripts, etc.
- l) Identifying and preparing new material for inclusion in the institutional web page and contributing to responses to Head Office on communication materials.
- m) Undertaking other tasks that may be required of the Office of the Director and/or programme units.

#### **5. Qualifications and experience**

##### ***Education***

- A first-level university degree in communications and/or public information is required.
- Advanced related computer skills are desirable.
- Additional relevant courses are desirable.

## ***Experience***

- Minimum of 5 years working experience in the area of communications, public information and/or project information management is required.
- Experience working at the United Nations or other multilateral body is required.
- Experience working in the Latin American and Caribbean region is required
- Experience in the elaboration and implementation of communication strategies is desirable.
- Knowledge of disarmament, public security, arms control, or others relevant topic would be an asset.
- Work experience in marketing is desirable.
- Practical knowledge of software packages associated with the production and design of communication products (written, audiovisual, etc.). is desirable
- Project-related experience in a security, arms, non-proliferation and/or peace-related field is desirable.

## **6. Languages**

- Fully bilingual in both Spanish and English (written and spoken) is required.

## **7. Competencies**

- ***Communications***

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.

- ***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.

- ***Team Work***

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

## **8. Required documents and economic proposal**

Interested candidates must submit the following documentation:

- a) Personal History form
- b) Minimum of two (English and Spanish) personal samples of electronic communication tools.
- c) Economic Proposal

Items a) and b) will constitute 70% of the evaluation of candidates and item c) will constitute 30% of the evaluation.

Shortlisted candidates will be invited to take a written test and an interview.

Interested candidates must submit the requested documentation no later than 30 July 2021, to the email [rrhh@unlirec.org](mailto:rrhh@unlirec.org) with the reference: **“Vacancy #01-06-2021Communications Advisor.”**

## **9. Additional considerations**

- Offers and proposals will not be received after the closing date of the process.
- Only pre-selected candidates will be contacted.
- The participation of female candidates is encouraged.

## **10. Technical Evaluation Criteria**

The applications received will be evaluated according to the following criteria:

	Proposal	Points	%
Technical Criteria	<b>PRELIMINARY REVIEW:</b> Verification of the required documentation on time and correct format: <ul style="list-style-type: none"> <li>o P11 form</li> <li>o Minimum of two (English and Spanish) personal samples of electronic communication tools</li> <li>o Economic proposal</li> </ul>	Fulfill/ Does not fulfill	70%
	<b>Technical Criteria</b>	70 Points	
	<b>Technical Criteria Part A</b>	30 points	
	<b>Education</b>	5 points	
	A first-level university degree in communications and/or public information.: <b>Fulfill/ Does not fulfill</b>	Y/N	
	Advanced related computer skills are desirable. 2.5 points		
	Additional relevant courses are desirable. 2.5 points		
	<b>Languages</b>		
	Fully bilingual in both Spanish and English (written and spoken): <b>Fulfill/ Does not fulfill</b>	Y/N	
	<b>Experience</b>	25 points	
	Minimum of 5 years working experience in the area of communications, public information and/or project information management is required: <b>Fulfill/ Does not fulfill</b> <ul style="list-style-type: none"> <li>o More than 5 years and up to 7 years of professional experience: 2 points</li> <li>o More than 8 years and up to 10 years of professional experience: 4 points</li> <li>o More than 10 years of professional experience: 5 points</li> </ul>	Y/N	
	Experience working at the United Nations or other multilateral body is required: <b>Fulfill/ Does not fulfill</b>	Y/N	
	Experience working in the Latin American and Caribbean region is required: <b>Fulfill/ Does not fulfill</b>	Y/N	
	Knowledge of disarmament, public security, arms control, or other relevant topic would be an asset: 5 points		
	Work experience in marketing is desirable: 2.5 points		
	Experience in the elaboration and implementation of communication strategies is desirable: 5 points		
	Practical knowledge of software packages associated with the production and design of communication products (written, audiovisual, etc.). is desirable: 2.5 points		
	Project-related experience in a security, arms, non-proliferation and/or peace-related field is desirable: 5 points		
	<b>Technical Criteria Part B</b>	40 points	
	Chosen candidates will be required to undertake a written assignment. The interview will be carried out by a panel. Each question will have a maximum score, which will be evaluated qualitatively by each member of the panel in relation to the performance of the candidate. <b>(20 written assignment / 20 interview)</b>		
	<b>Financial Proposal</b>		30%
	<b>TOTAL</b>		100%