



UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

I. Post Information

Project title:	"Support to Justice Sector Reform in the Kyrgyz Republic: Advancing Probation and Integrated Justice Information Management (JUST4ALL)", Sub-Program 2 "Preventing Crime, Increasing Access to Justice and Strengthening the Rule of Law" of the UNODC Program for Central Asia
Project Number:	XACCA1
Job Code Title:	Communications/PR Analyst
Working nature:	Full-time assignment
Working hours:	40 hours a week (08:30-17:30; 12:00-13:00 lunch time)
Duty station:	Bishkek
Pre-classified Grade:	SC 9
Supervisor:	Programme Coordinator

II. Organizational Context

This position is located in the Program Office in the Kyrgyz Republic (POKGZ) with duty station in Bishkek, under the Regional Office for Central Asia (ROCA), Division for Operations (DO), United Nations Office on Drugs and Crime (UNODC).

The Communications/PR Analyst will work under the direct supervision of the Programme Coordinator leading the EU/UNODC project entitled "Support to Justice Sector Reform in the Kyrgyz Republic: Advancing Probation and Integrated Justice Information Management (JUST4ALL)" and under the overall guidance and supervision of the Head of POKGZ. Additionally, the incumbent will report to the Crime Prevention and Criminal Justice Officer in ROCA.

Within assigned authority, the Communications/PR Analyst will be responsible for administering and developing internal and external communications and visibility, knowledge management and innovations-related activities of the JUST4ALL project. S/he will lead the implementation of the project's communications and visibility plan in line with the EU visibility guidelines and contribute to research, documentation, assessment studies, related policy activities and media engagement.

The Communications/PR Analyst will also support the implementation of overall communications and advocacy strategies under the UNODC Program for Central Asia to increase UNODC's standing with partners, the media and the public. The Communications/PR Specialist promotes a client-oriented approach in UNODC.

III. Functions / Key Results Expected

<p>1. Coordinate implementation of the JUST4ALL communications and advocacy strategy:</p> <ul style="list-style-type: none"> ❑ Supporting the JUST4ALL communication strategy in line with EU/UNODC guidelines and requirements ❑ Supporting the implementation of the Probation Department's communication strategy (developed within JUST4ALL project) ❑ Supporting the planning and implementation of a public outreach/awareness raising campaign regarding the benefits of alternatives to detention. ❑ Building and maintaining sustainable contacts with print and electronic media ❑ Arrangement of external public relations activities ❑ Monitoring of the press coverage of project activities, maintaining a press clipping file and compilation of coverage reports ❑ Answering enquiries from the press and public related to the JUST4ALL project ❑ Organizing publicity, advocacy, knowledge-sharing events and promotional opportunities, including the provision of logistics support to the events. ❑ Research and retrieval of data from internal and external sources.
<p>2. Ensure implementation of the publications policy for the JUST4ALL project:</p> <ul style="list-style-type: none"> ❑ Providing inputs for timely publications, articles and sharing of project knowledge and successes. ❑ Coordinating writing, translation, development, design, production and dissemination of communications outputs, press releases and publications.
<p>3. Ensure maintenance of web sites, social media, data bases and knowledge management systems for the JUST4ALL project:</p> <ul style="list-style-type: none"> ❑ Preparing the content for relevant social media and web sites and ensuring quality and consistency of the materials. ❑ Maintaining and updating relevant web sites and social media channels in line with corporate branding requirements. ❑ Identification, documenting and drafting of best practices and lessons learned. ❑ Participating in training for project personnel, partners and other stakeholders on effective communications and advocacy.
<p>4. Support implementation of overall communications and advocacy strategies under the UNODC Program for Central Asia:</p> <ul style="list-style-type: none"> ❑ Providing inputs and information for implementation of UNODC communication strategies under the UNODC Program for Central Asia with a focus on its sub-programs on strengthening the rule of law and terrorism prevention. ❑ Supporting the preparation of relevant content and implement public relations activities under the UNODC Program for Central Asia.

<p>IV. Competencies</p>
<p><u>Core values:</u></p> <p>Professionalism: Has demonstrated sensitivity to geo-political issues and adaptability to complex political environments. Possesses up-to-date knowledge and practical experience of UN policies, guidelines and procedures.</p> <p><u>Core competencies:</u></p> <p>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</p>

having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

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.

V. Recruitment Qualifications

Education:	Advanced university (Master degree or equivalent) in communications, journalism, public relations, philology, linguistics or social sciences. A first-level university degree in combination with and additional two years of qualifying experience may be accepted in lieu of the advanced university degree. Advanced training in journalism/communications/public relations is an asset
Experience:	<ul style="list-style-type: none"> • Minimum of 4 years of relevant experience for candidate with Bachelor Degree or 2 years for candidate with Master Degree in communications, public relations, journalism. • Experience in the usage of computers and office software packages (MS Word, Excel, etc.). • Experience in working with the Government, development partners, donor agencies, private sector and/or its associations is be highly desirable. • Experience in one of the following areas is considered an asset: communication for development, public advocacy including organization of public awareness campaigns or another related area. • Knowledge of United Nation's rules and procedures would be desirable • Experience handling complex enquiries and interactions with multiple stakeholders • Supervisory/managerial experience
Language Requirements:	Fluency in English and Russian. Working knowledge of Kyrgyz is highly desirable.
Others:	Good interpersonal and communication skills are desirable.

VI. Signatures- Post Description Certification

Incumbent (if applicable)		
Name	Signature	Date
International Programme Coordinator George Abadjian		
Name / Title	Signature	Date
Head of Programme Office Andrey Seleznev		28.11.2023
Name / Title	Signature	Date
Approved: Ashita Mittal, Regional Representative for Central Asia		30.11.2023
Name / Title	Signature	Date