



UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

I. Position Information

Job Code Title : **Programme and Communications Executive**
Pre-classified Grade:
Supervisor: DRR

II. Organizational Context

Under the guidance and direct supervision of the Deputy Resident Representative (DRR), the Programme and Communications Executive ensures effective delivery of the CO programme by supporting programme implementation in compliance with UNDP rules and regulations.

The Programme and Communications Executive is responsible for the design and implementation of the UNDP CO Communications Strategy, which is geared to influence the development agenda, promote public and media outreach and mobilize political and financial support for UNDP Libya.

The Programme and Communications Executive may supervise clerical and support staff of the Programme Unit. The Programme Executive works in close collaboration with the operations, programme and projects' staff in the CO and UNDP HQs as required for resolving complex finance-related issues and exchange of information.

The Programme and Communications Executive supports the Resident Representative's spokesperson role, and offers guidance and support to Programme Staff in the field of project related communications and advocacy.

III. Functions / Key Results Expected

Summary of Key Functions:

- Support to formulation of programme strategies and implementation of the Country Programme Action Plan
- Support to management of the CO programme
- Support the DRR in programme management
- Planning and design of communications strategy
- Supervising and monitoring the implementation of UNDP Libya Communications Strategy
- Support to business development
- Supervision of the design and maintenance of the UNDP Libya website
- Support to resource mobilization
- Support to CSR strategy and activities
- Facilitation of knowledge building and knowledge sharing

<p>1. Supports formulation of programme strategies and implementation of the Country Programme Action Plan focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Collection, analysis and presentation of background information for preparation of CCA, UNDAF, CPD, CPAP, effective application of RBM tools and establishment of management targets (BSC). ❑ Presentation of background information for formulation of country programme, draft project documents, work plans, budgets, proposals on implementation arrangements.
<p>2. Provides effective support to management of the CO programme focusing on the achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Creation of a project in Atlas, preparation of required budget revisions, revision of project award and project status, determination of unutilized funds, operational and financial close of a project. ❑ Provision of guidance to the executing agencies on routine implementation of projects. ❑ Presentation of information for audit of NEX projects supports implementation of audit recommendations.
<p>3. Provides support to the DRR focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Preparation of corporate reports ❑ monitoring of internal/ external deadlines and following-up with the programme team ❑ Handling ATLAS functions as required.
<p>4. Supports resource mobilization focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Analysis of information on donors, preparation of donor's profile. ❑ Track and reporting on mobilized resources. Review of contributions agreement, managing contributions in Atlas.
<p>5. Ensures facilitation of knowledge building and knowledge sharing in the CO focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Organization of trainings for the operations/ projects staff on programme. ❑ Synthesis of lessons learnt and best practices in programme. ❑ Sound contributions to knowledge networks and communities of practice.
<p>6. Planning and design of UNDP Libya Communications Strategy, focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Production of Communications Strategy and Results and Resources Framework, in support of UNDP Libya's corporate identity and overall programmatic goals as defined by Country Programme for Libya ❑ Integration of Communications Strategy into all aspects of UNDP's development programmes during programme formulation
<p>7. Supervising and Monitoring Implementation of UNDP Libya Communication Strategy, focusing on achieving the following results</p> <ul style="list-style-type: none"> ❑ Monitoring implementation of UNDP Libya Communications Strategy ❑ Providing support to Programme Unit in communications and advocacy activities, including organizing necessary capacity development initiatives for programme staff

<ul style="list-style-type: none"> ❑ Ensure alignment of UNDP Libya Communications Strategy with communications aims defined by UNDP HQ, and 'One UN' reform, through liaison with UNDP HQ, UNCT and Communications Theme Group.
<p>8. Supervision of the design and maintenance of the UNDP Libya website, focusing on the achievement of the following results</p> <ul style="list-style-type: none"> ❑ Supervision of the design and maintenance of office website based on corporate requirements, in cooperation with ICT staff ❑ Preparation of content for website to ensure consistency and quality of materials
<p>9. Support business development, focusing on achieving the following results:</p> <p><i>Launches and Campaigns</i></p> <ul style="list-style-type: none"> ❑ Promotion and maintenance of public information campaigns on UNDP activities, UN Reform, results of MDGs etc. in association with other UN agencies, and national counterparts. ❑ Promotion and dissemination of corporate advocacy materials for launching flagship initiatives and publications such as the Human Development Report ❑ Packaging and submission of programme initiatives for donor review in collaboration with Programme Staff and DRR <p><i>Outreach</i></p> <ul style="list-style-type: none"> ❑ Maintenance of increased coverage and understanding of UNDP's work in the country through regular media contacts and provision of newsworthy information to the national public, and actual or potential donors and partners. ❑ Support to Programme Unit in organization of press conferences, briefing sessions and interviews related to programme activities. ❑ Support to Resident Representative's spokesperson role, through production of concept notes, briefings and speeches. ❑ Support to organization of joint UN information campaigns such as UN Day, World AIDS Day etc, in association with relevant agencies and members of UNDP Programme Unit. <p><i>Public Information</i></p> <ul style="list-style-type: none"> ❑ Effective responses to inquiries for public information materials
<p>10. Support to CSR strategy and activities, focusing on achieving the following results:</p> <ul style="list-style-type: none"> ❑ Acting as a focal point for Corporate Social Responsibility activities, and other initiatives involving the private sector. ❑ Preparation and implementation of a Corporate Social Responsibility strategy

IV. Impact of Results

The key results have an impact on the overall performance of the Programme Unit and success in implementation of programme strategies. Accurate analysis, data entry and presentation of information ensure proper programme implementation.

Effective communications will mobilize political and financial support for UNDP Libya activities, will promote 'One UN' and the achievement of the MDGs, will enhance UNDP's visibility and positioning as the 'UN's global development network' and will increase the impact of the office's

programmatic and advocacy goals.

V. Competencies and Critical Success Factors

Corporate Competencies:

- Demonstrates integrity by modeling UN's values and ethical standards
- Advocates and promotes vision, mission and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience
- Develops deep knowledge in practice areas
- 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 specialized tasks related to Results Management, including support to design, planning and implementation of programme, managing data, reporting.
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems
- Good knowledge of current development issues, particularly those pertinent to UNDP's practice areas. Ability to conceptualize issues and analyze data.
- Good knowledge of Results Management Guide and Toolkit
- Ability to implement communications strategies
- Ability to advocate effectively
- Communicates sensitively and effectively across different constituencies
- Demonstrates excellent ability to write and communicate orally with accuracy professionalism, in both English and Arabic.

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
- Builds strong relationships with clients and external actors
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities

Prince2 training and certification, RMG

VI. Recruitment Qualifications

Education:

University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences, Journalism, Media Relations or Publishing would be desirable, but it is not a requirement.

Experience:	5 to 6 years of progressively responsible administrative or programme experience is required at the national or international level, including 2 years of relevant experience in public relations, communications, media relations or advocacy. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.
Language Requirements:	Excellent command of English Fluency in the language of the duty station.

VII. Signatures- Job Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name Ramanathan Balakrishnan	Signature	Date

How to Apply?

Interested applicants should send their C.Vs the email address: libya.hr@undp.org, please mention the (Programme and Communications Executive) at the subject of the email. **Closing date for receiving applications is 04 March 2010.**