

TERMS OF REFERENCE

Issued: 8 September 2020

Position Information	
Job Title:	Communication Associate
Duty station	Home-based in Islamabad, Pakistan
Contract type:	UNOPS Local Individual Contractor Agreement (LICA)
Duration:	3 months, October – December 2020
Payment:	Monthly
Note:	Recruitment process is subject to final approval from UN-Habitat Head Quarters.

A. Organizational Context
<p>The United Nations Human Settlements Programme (UN-Habitat) is mandated by the UN General Assembly to promote socially and environmentally sustainable communities, towns and cities with the goal of providing adequate shelter for all. UN-Habitat has been a partner with the number of ministries at national and provincial level, development partners, civil society organizations and academia.</p> <p>UN-Habitat Pakistan Country Programme Pakistan, 2018-2022 lays down the roadmap for achieving the New Urban Agenda focusing on right to adequate housing, universal access to safe and affordable drinking water and sanitation and other basic services, sustainable economic growth, building resilience and protection and conservation of natural habitat as well as Sustainable Development Goals (SDGs) particularly SDG11 aiming to make cities and human settlements inclusive, safe, resilient, and sustainable. The Country Programme is aligned with the Pakistan United Nations Sustainable Development Framework (UNSDF) One UN Programme (OP-III).</p> <p>UN-Habitat provides a cross-cutting approach for reducing vulnerabilities and risks before and after the disasters. The organization’s approach to disaster risk management/disaster risk reduction, reconstruction and recovery is based on its long-standing experience in working closely with the communities, provincial and local authorities to meet their needs for land, shelter, basic services, secure tenure and infrastructure while simultaneously addressing the longer-term development needs and advocating on policy interventions.</p> <p>UN-Habitat in collaboration with Ministry of Climate Change started a project, to enhance community, local and national-level urban climate change resilience to water scarcity, caused by floods and droughts in Rawalpindi and Nowshera cities which aims to enhance the capacity of households in selected areas of Rawalpindi and Nowshera, to construct, operate and replicate flood resilient water harvesting facilities; besides, engaging the City & District authorities to develop the rain water harvesting facilities on public buildings and flood water storages in public gardens; and also to develop spatial strategies to manage city-level developments considering climate change risks and impacts caused by floods and droughts.</p> <p>In the Disaster Risk Reduction (DRR)/Disaster Risk Management (DRM) and building climate change resilience, UN-Habitat has started a project to promote disaster resilient school infrastructure in KP Province.</p>

B. Duties and Responsibilities
<p>Under the direct supervision of the Habitat Programme Manager (HPM) in Pakistan and overall supervision of the Human Settlements Officer (HSO) in the Regional Office for Asia and the Pacific (ROAP), the incumbent will have the following duties and responsibilities:</p> <ul style="list-style-type: none"> • Provide support in all communication work related to deliver outputs stipulated in the work programme

of UN-Habitat Pakistan, particularly on Climate Change projects and DRR projects

- Provide support to on communication elements in both content and presentations to develop training material, other International Electrotechnical Communication (IEC) materials, web content, and PR documents related to projects in line with UN-Habitat communication guidelines and specific donor communication policies.
- Facilitate to prepare periodic progress reports, final reports related to projects with the support of Technical Staff and HPM
- Ensure adherence to UN-Habitat operational policies, procedures and standards of conduct
- Support the country office on activities in responding to COVID-19 in coordination with UNCT and other in-country cluster/working groups, ROAP and other coordination mechanisms
- Perform any other task assigned by the supervisor.

C. REMUNERATION

Payments will be made **monthly** and based on deliverables over the contract period. The rate is determined by functions performed and experience of the contractor. The fee will be paid as per agreement.

E. Competencies

Corporate Competencies:

- Promotes UN's values and ethical standards (tolerance, integrity, respect, results orientation, impartiality)
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Knowledge Management and Learning

- Actively works towards continuing personal learning and development.
- Excellent communication skills (written and oral):
- Sensitivity to and responsiveness to all partners,
- Respectful and helpful relations with all UN staff

F. Required Qualifications

Education:	<ul style="list-style-type: none"> • Degree in Humanities, social sciences, communication or relevant field
Experience:	<ul style="list-style-type: none"> • Minimum of 3 years of relevant work experience • Report writing, time and resource management, interpersonal, business communication and advanced computing skills including MS-Office applications • Knowledge of local area and community is essential • Experience to provide support in development projects with particular focus on disaster risk mitigation and water & sanitation sector is preferable.
Language:	<ul style="list-style-type: none"> • Fluency in English as well as the national language of the country (both oral and written) is required. Knowledge of another UN official language is an advantage.
Other skills:	<ul style="list-style-type: none"> • Proficient in Word, Excel, PowerPoint, Email, Internet, Microsoft Teams, Database Management, etc.

Submission of Applications:

The application should comprise:

- ♦ Completed UN Personal History Form (P11). Please download the form (MS-Word) from UN-Habitat/ROAP-vacancy website:
http://www.fukuoka.unhabitat.org/vacancy/index_en.html
- ♦ A Statement of Interest and suitability (a cover letter) for the position

All applications should be submitted to:

UN-Habitat Pakistan Office

To: mailbox@unhabitat.org.pk

Please indicate the Post Title: “**Communication Associate**” in your e-mail subject.

Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview. The fee will be determined according to the qualifications, skills and relevant experience of the selected candidate. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome. UN-Habitat regrets its inability to reply individually or attend to telephone queries on the advertised posts.

Also please note that recruitment process is subject to final approval from UN-Habitat Head Quarters.

Deadline for applications: 22 September, 2020