



UNITED NATIONS CHILDREN'S FUND

I. Post Information

Job Title: **Communications Specialist**

Supervisor Title/ Level: Director(D2-53142)

Organizational Unit: **UNICEF Office of Research – Innocenti (OoR)**

Post Location: **Florence**

Job Level: **P3**

Job Profile No.: 103404

CCOG Code: XXX

Functional Code: XXX

Job Classification Level:

II. Job organizational context and purpose for the job

The Office of Research-Innocenti is the dedicated research office of UNICEF. It undertakes and commissions research on emerging or current issues of relevance for children in order to inform the strategic directions, policies and programmes of UNICEF and its partners. The office explores emerging issues, identifies research gaps, and brings together existing researchers to support or undertake new research, data collection and analysis to address critical questions.

Purpose of the job:

Under the general supervision of the Director, be accountable for enhancing strategic partnerships between the UNICEF Office of Research-Innocenti and key Italian government authorities, the media, Italian Natcom, Italian-based academia and other partners to maximize visibility and uptake of knowledge and evidence products from the Office. Be a liaison with key partners for knowledge exchange, advocacy, and policy influence within the scope of UNICEF's mission, with the objective of improved awareness, understanding and engagement with Italian partners to increase the use of evidence and UNICEF's influence to advance the rights of children and women everywhere. Support communication and convening functions, including linkages with key local media houses and academic institutions.

III. Key functions, accountabilities and related duties/tasks:

1. Liaison and networking

Ensure that the UNICEF Office of Research-Innocenti has an effective process in place to enhance its relationship with Italian counterparts whose support is essential to achieve UNICEF's mission and objectives and enhance the organization's credibility and brand in the country. More specifically:

- Act as a key UNICEF OoR - Innocenti focal point for the Italian national counterparts, including the cooperation with the Italian Ministry of Foreign Affairs and International Cooperation (MOFA), the Istituto degli Innocenti (IDI), the Tuscany Region and the Municipality of Florence and establish and nurture strong communication with the partners, including the Italian National Committee (NatCom), the Italy-based UN organizations, Universities and Research Centres.

- Provide strategic, logistical and programmatic support to senior management and other UNICEF staff in corporate engagement and interaction with Italian partners.
- Develop, maintain and update a contact list of individuals, groups, organizations and fora to enhance UNICEF Innocenti relationships with Italian or Italy-based counterparts.

2. Communications and media relations

Ensure that the UNICEF Office of Research - Innocenti has a successful process of communicating and maintaining regular contacts and close collaboration with Italian counterparts and media to communicate UNICEF Innocenti research results to a wider audience and enhance the organization's credibility and brand and use of the evidence to inform advocacy and policy. More specifically: would:

- Ensure the quality, appropriateness of communication materials, activities, processes and messages shared with the press, partners and the public. Manage media relations on publications launches and events, organize media interviews when requested, and act as spokesperson as necessary, especially with Italian speaking media.
- Be accountable for developing joint communication strategies with Italian counterparts, including the National Committee, IDI, local and national partners to promote accurate dissemination of UNICEF Innocenti research and advocacy.
- Develop, maintain and update national partner and media relations contact list/database.

3. Advocacy and special events

Ensure the organization and implementation of annual events – aimed at increasing awareness, understanding, support and advocacy for children's and women's rights, including enhancing the UNICEF Innocenti visibility and relations with Italian counterparts. More specifically:

- Support the organization and implementation of special events to enhance the Office visibility, and for actively promoting and ensuring collaboration with critical Italian counterparts for the success of the events, including the UNICEF Innocenti Film Festival and the Leading Minds Conference.
- Develop a contact list of appropriate, nationally-known high profile personalities in Italy who have been identified, engaged and support UNICEF's effort and who actively participate in special events and activities that support UNICEF's goals
- Provide strategic, logistical and programmatic support to senior management and other UNICEF staff in the development of the Office convening role and activities, especially in interaction with Italian partners.

4. Academic and research institutions

Ensure that the UNICEF Office of Research-Innocenti has an effective process in place to establish and implement its relationship with Universities and Academic institutions by promoting intellectual exchange and learning opportunities, joint research activities and sharing of resources and evidence to inform action for children. More specifically to:

- Expand UNICEF Innocenti network by actively promoting contacts and relationships with Italian or Italy-based Universities and Academic centres and disseminating accurate information about the Office research and activities.
- Support the development, implementation and monitoring of established MOUs by working closely with the OoR Innocenti research teams and supporting them in identifying opportunities for collaborative research, learning experiences and exchange, and sharing of resources.
- Undertake activities that facilitate knowledge sharing between academia and public opinion and decision makers in Italy to ensure that research can inform concrete outcomes for children, including co-organizing seminars, roundtables, conferences and other events.

IV. Impact of Results	
<ul style="list-style-type: none"> • Strategic research and evidence partnerships and networks in Italy are strengthened to leverage innovative research systems to support results for children at global, regional and national levels. • UNICEF Innocenti advocacy and communication strategies are enhanced. • UNICEF Innocenti is recognized as a key partner in Italy, communicating regularly and transparently with counterparts in academia and elsewhere and working collaboratively. • UNICEF thought leadership, and mission in Italy is consolidated and enhanced. 	
V. Competencies and level of proficiency required	
<p><u>Core Values</u></p> <ul style="list-style-type: none"> ▪ Care ▪ Respect ▪ Integrity ▪ Trust ▪ Accountability <p><u>Core competencies</u></p> <ul style="list-style-type: none"> ▪ Communication (III) ▪ Working with People (II) ▪ Drive for Results (II) 	<p><u>Functional Competencies:</u></p> <ul style="list-style-type: none"> ▪ Leading and Supervising (I) ▪ Formulating strategies and Concepts (II) ▪ Relating and Networking (II) ▪ Analyzing (II) ▪ Deciding and initiating action (II) ▪ Persuading and Influencing (II) ▪ Applying Technical Expertise (II) ▪ Learning and researching (II) ▪ Creating and innovating (I) ▪ Planning and organizing (II) ▪ Adapting and responding to change (II) ▪ Coping with pressure and setbacks (II)
VI. Skills	
<ul style="list-style-type: none"> • Diplomatic communication and negotiation skills to establish and maintain trusted relationships for achievement of objectives and to develop close and effective working relationships with diverse stakeholders and partners. • Current knowledge of development issues, strategies, as well as programming policies and procedures in international development cooperation. • In-depth familiarity with political and governmental processes • Ability to conduct sound policy analysis. • A strong track record on working with partners to achieve office goals. • Skill in the identification of new opportunities or requirements to meet challenges in the field and propose changes. • Proven ability in research communication skills and media relations. • Solutions focused, with a proven ability to innovate, plan and execute ideas. • Good team player, whilst able to work independently. • Positive and professional approach, 'can do' attitude. • Excellent communications skills, verbal and written. 	
VII. Recruitment Qualifications	
Education:	An advanced university degree is required in one of the following fields: Journalism, Communications, Social sciences, International Development, Political Science or other field related to UNICEF's work.

Experience:	A minimum of five years of professional experience in one or more of the following areas is required: communication, advocacy, journalism, external relations.
Language Requirements:	Fluent English and Italian is a must, with excellent writing and oral skills in both languages. Knowledge of another official UN language is considered as an asset.