

I. Position Information

Position : **Public Relations Assistant**
Type of Contract : Service Contract
Level: : SC5

Duration of Initial Contract: One Year (renewable subject to satisfactory performance)

II. Background

The MENARID Institutional Strengthening and Coherence in Integrated Natural Resources Management project has an overall objective of contribute to the removal of barriers to climate-resilient integrated natural resources management (INRM) in Iran by providing coordination mechanisms, policies, inventories of good practice, degradation assessments and INRM training. Participatory, gender sensitive, community-driven demonstration activities of INRM are undertaken in four watersheds, representing a range of dryland situations. The expected outcomes from project's substantive and complementary components include:

1. Enhanced engendered knowledge and understanding of the drivers of land-use change causing land, ecosystem and water degradation with consequent impacts on ecosystem services and local livelihoods
2. An enabling environment for INRM and the use of the enhanced knowledge
3. Community-driven, climate-resilient approaches and techniques for sustainable land and water management demonstrated through INRM practices

The project started in September, 2010 for five years duration. It is implemented by Forest, Range and Watershed Management Organization (FRWO) of the Ministry of Jihad Agriculture (MoJA), Government of Islamic Republic of Iran.

III. Functions / Key Results Expected

Summary of Key Functions : Under the guidance and supervision of the National Project Manager (NPM), Communications Assistant will:

- Support to implementation of communications and advocacy strategies
- Administrative support to communications team
- Facilitation of knowledge building and knowledge sharing

1. Supports the implementation of communications, publication and advocacy strategies, focusing on achievement of the following results:

- Provision of information for elaboration of project communications, publications and advocacy strategies,

<ul style="list-style-type: none"> ❑ Support development of communication materials, including briefing materials and press releases under the guidance of Knowledge Management and Communications Expert, ❑ Provide inputs and researched information to integrate advocacy and communication strategies into all aspects of the project, ❑ Collect and review reference materials, maintain information database,
<p>2. Provides effective and efficient functioning of the Project Management Unit (PMU), focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Translate/adapt/rewrite information received, printing and dissemination of publications and audio-visual materials, ❑ Negotiate with service providers (publishers, etc.) to ensure provision of high quality professional service, special rates and additional facilities, ❑ Compile and prepare briefing and presentation materials, speeches, background information and documentation for meetings and missions, ❑ Prepare routine correspondence, faxes, memoranda and reports, ❑ Draft articles, publications, speeches, letters, memos and other documents, ❑ English/Farsi translation of simple correspondences, when needed. <ul style="list-style-type: none"> ▪ Support NPM in other related communication activities when desired.
<p>3. Ensures facilitation of knowledge building and knowledge sharing, focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Organize joint FRWO information campaigns (World Desertification Day, Natural Resource Week, Clean Air Day, etc.), ❑ Support preparation of inputs for the project and FRWO websites, ❑ Supervise publications dissemination, ❑ Participate in the orientation/training of the projects staff on communications and publications, ❑ Contribute to knowledge networks and platforms.
<p>IV. Competencies and Critical Success Factor</p>
<p>Corporate Competencies:</p> <ul style="list-style-type: none"> ❑ Demonstrates commitment to UN mission, vision and values, ❑ Advocates and promotes the vision, mission, and strategic goals of the MENARID-Iran project, ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. <p>Functional Competencies</p> <p><u>Knowledge Management and Learning</u></p> <ul style="list-style-type: none"> ❑ Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills, ❑ Seeks and applies knowledge , information and best practices from within and outside of the project, ❑ Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills.

Development and Operational Effectiveness

- Ability to perform a wide range of communications, publications and advocacy related services,
- Ability to extract, interpret and analyze data and resolve operational problems,
- Ability to work with minimum supervision,
- Ability to plan and organize work,
- Strong IT skills.

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,
- Remains calm, in control and good humoured even under pressure.

V. Required Knowledge and Experience

- Secondary Diploma. Bachelor’s degree in Literature, media relations, journalism, Social Science or other related fields is desirable.
- At least five years of relevant experience in communications, public relations and administration. Experience in the usage of computers packages (MS Word, Excel, etc) and experience in handling of web based management systems.
- Previous experience with UNDP/Government of Islamic Republic of Iran’s projects in similar position is highly desirable.
- Fluency in Farsi with working knowledge of English (reading, writing and speaking).

VI. Additional Information

- Please send a cover letter justifying your candidature together with an updated CV of maximum three pages to vacancy.ir@undp.org .
- Applications received after the deadline will not be considered.
- Only short-listed candidates will be contacted for further selection process.

Signatures- Job Description Certification

Direct Supervisor
Name:

Signature

Date: