

**2022**

**NRL P-2**

Job Description

Post: Associate Networking and Outreach Expert

Project Title: United Nations Project Office on Governance

Duty Station: Republic of Korea

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**Background and Justification**

The United Nations Project Office on Governance (UNPOG) is a project office under the United Nations Department of Economic and Social Affairs (UNDESA). Its mandate is to assist developing countries in strengthening their public administration capacities to translate the Sustainable Development Goals (SDGs) and other internationally agreed goals into institutional arrangements, strategies and programmes at country-level. A particular focus will be placed on those countries in special situations, i.e. least developed countries (LDCs), land-locked developing countries (LLDCs), post-conflict countries and small island developing states (SIDS) in Asia and the Pacific as well as the Eastern Africa.

The Project aims to fulfill these objectives by implementing activities under three components: i) Research and Policy Analysis; ii) Capacity Development and iii) Networking and Outreach.

**Responsibilities**

Under the overall guidance of the Head of UNPOG, and direct supervision by the Programme Expert and within the limits of delegated authority, the Associate Networking and Outreach Expert will be responsible for:

Communications strategy - assisting with the planning, execution, monitoring and evaluation of a communications, outreach and advocacy strategy designed to support the objectives of the Project; Develop and implement information campaigns on governance and public administration issues; develop information networks, including a database with names of experts and senior government officials; forge synergies and partnerships with the communications offices of other UN partners as well as entities working on governance issues; plan for a publications programme; envisage materials for print/electronic/voice/visual media, the preparation and timely distribution of an e-newsletter, management of online discussion forums, and online questionnaires on governance and public administration issues. Website management - assist the Programme Expert supervise the design, development and maintenance of the Project website. Public Information and Events - provide advice and expertise to senior staff on the effective use of communications tools, including press briefings, conference and media interviews to achieve advocacy and outreach objectives; Support outreach and liaise with key partners through the organization of special events; develop and maintain relations with local and international media outlets, Drafting - Draft written communications, briefing notes and speeches and prepare other public information materials in line with the advocacy and outreach objectives of the Office. Team responsibilities - work closely with the Programme Expert to provide inputs to periodic budgeting and reporting on the team's activities as requested; coordinate with other colleagues to ensure comprehensive communications support of capacity development and research and policy development activity; perform other duties as required.

**Qualifications**

**Education:** Advanced University degree in communications, journalism, public relations, or equivalent. A first level university degree coupled with a combination of relevant academic qualifications and experience may be accepted in lieu of an advanced degree.

**Experience:** At least 2 years of professional experience in journalism, communications or public relations, including experience at the international level. Previous UN experience is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For the post advertised fluency in spoken and written English is essential. Knowledge of another UN official language, and/or of Korean, is preferred.

**Other skills:** ICT skills such as familiarity with internet research and utilization of usual office software such as excel, word, preparation of graphs, charts and powerpoint presentations. Familiarity with electronic and mobile Government tools and approaches would represent an added advantage.