



VACANCY ANNOUNCEMENT NO WFP/TUR/2016/23

Organizational Unit:	WFP Turkey Office
Duty Station:	Ankara - Turkey
Functional Title:	Communications Assistant
Unit:	Communications
Functional Level:	SC 5
Contract Type and Duration:	Service Contract for 6 months renewable
Date of Issue:	19 July 2016
Closure Date:	02 August 2016

ACCOUNTABILITIES:

Within the assigned unit and delegated authority, Communications Assistant will be responsible for the following duties:

DUTIES AND RESPONSIBILITIES

1. Provide coordination, administrative and specialized services, to support staff in the development, preparation and execution of communications campaigns for target audiences.
2. Monitor and coordinate materials, schedules, facilities and clearances, and provide support for special events, and video/film, photographic and radio projects.
3. To manage and co-ordinate, with guidance, the Communications Unit's procurement activities, working closely with the Procurement Unit to ensure compliance with WFP guidelines
4. Conduct clearly defined research and prepare reports and provide data that enables informed decision-making.
5. Monitor traditional and social media and report relevant information to senior staff to inform the development and/or evaluation of communications activities and strategies.
6. Under clear guidance, prepare content for traditional and social media platforms and networks, and printed materials, to enhance coverage and support of WFP's activities, ensuring consistency with corporate messages and standards.
7. Distribute communications guidelines for WFP staff to refer to when creating content.
8. Manage and maintain records and databases, such as journalist and media outlet contact lists, to ensure the information is accurate, organized and readily available for others to access.
9. To manage and oversee the ordering, storage and distribution of visibility items for WFP and its donors
10. Respond to a variety of queries and requests for support, following standard processes, and obtaining guidance as required, to ensure timely and accurate resolution of all enquiries.
11. Liaise with WFP staff and the media in a timely manner, to support aligned activities and an effective approach to communications within WFP.

RESULTS EXPECTED:

1. Helps teammates articulate WFP's Strategic Objectives
2. Suggests potential improvements to team's work processes to supervisor.
3. Explains the impact of WFP activities in beneficiary communities to teammates.
4. Articulates how own unit's responsibilities will serve WFP's mission.
5. Trains junior teammates on new skills and capabilities.
6. Seeks opportunities to work with people from different backgrounds
7. Serves as a peer coach for colleagues in same area of work.
8. Tracks progress toward goals and shares this information on a regular basis with supervisor.
9. Explores ways to consistently be more efficient and accurate in own areas of work and shares new methods of work with colleagues



10. Focuses on getting results and tracks trends in completion rates for own tasks to identify opportunities for efficiency
11. Takes responsibility for own tasks and notifies supervisor as soon as possible of potential delays in meeting deadlines or commitments.
12. Independently decides what action to take when faced with critical choices in the workplace or in dangerous situations in the field.
13. Suggests opportunities for partnering with other units to supervisor.
14. Identifies opportunities to work with colleagues and partners in the field towards common goals.
15. Develops an understanding of the value of WFP's teams and external partners in fulfilling team's goals and objectives.
16. Aligns own activities with supervisor's priorities to fulfill internal and external partner needs.

COMPETENCIES REQUIRED:

1. Demonstrates ability to respond to and/or escalate needs of media and influencers within own scope of responsibility to raise the profile of WFP, build relationships and further organizational aims.
2. Collates accurate and timely information presented in required format (i.e. written or visual materials) as well as verbally, to enable information flows and informed decision making on communications issues
3. Exhibits specialized technical knowledge of communications channels processes, tools and techniques. In immediate area of responsibility, provides support in developing written, visual, audio and multi-media content for communications materials and suggestions for improved communications processes
4. Shows awareness of the multilateral/interagency environment and the dynamics in which WFP operates which informs approach to daily tasks.
5. Demonstrates sound understanding of WFP communications strategy and effectively implements tailored media and communications plans which support the delivery of the strategy.

MINIMUM QUALIFICATIONS:

Education: Completion of secondary school education. A post-secondary certificate in the related functional area is desirable.

Experience: 2 Year in relative experience

Desired Experience for Entry to the role:

- ✓ Has demonstrated an ability to perform routine communication techniques and activities in line with WFPs operating standards through day to day work
- ✓ Has supported in providing ad-hoc guidance to new staff members

Language: Fluency in both oral and written communication in English, and Turkish

Nationality and Residency

The applicant should be either a Turkish national or have a valid Turkish residence permit at the time of application.



HOW TO APPLY:

- Applications must be submitted online
- Application procedures:
 1. To view the job description and apply to this vacancy please go to:
<http://irecruitment.wfp.org/vacancies/16-0021795>
 2. Create your online CV
 3. Click on “Apply” to submit your application (please note that you must complete step two in order for your application to be properly submitted).
- Female candidates are encouraged to apply.
- Only candidates who are short-listed will be contacted