

**UNODC – UNITED NATIONS OFFICE ON DRUGS AND CRIME**  
**Terms of Reference**

Title of post: Communication Assistant  
Duty Station: Brasilia, Brazil  
Contract Duration: One year – Renewal is subject to funding identification and a three-month probation period.  
Type of contract: Fixed-term appointment  
Net Salary: R\$4.267,00  
Supervisor: Giovanni Quaglia – Regional Representative – Brazil and South Cone

**Duties and responsibilities:**

**MAIN OBJECTIVE:** Perform activities related to communication strategy and assistance:

- Coordinate website updating activities taking decisions and suggesting materials to be released in the page;
- Assist in the production, launch and distribution of reports and other information material, publications, releases, newsletters, folders, presentations etc, coordinating the operational level by identifying and working with external resources (editors, art professionals, print houses, translators etc);
- Assist the UNODC Regional Office in the establishment and maintenance of institutional relations, acting as focal point for media contacts, organizing press conferences and other appointments as appropriate;
- Assist in the creation of scripts and production of audiovisual material (e.g. films, videos, photographs, multimedia and radio spots), overseeing the qualitative aspects of production and its accordance with the UNODC mandate and priorities;
- Maintain communication files (photos, CD-ROMs, videotapes, library publications etc.);
- Promote UNODC activities and programmes with government and private partners and related organizations;
- Maintain contacts with counterparts and promote the image of UNODC through presentations; represent the office in meetings, conferences when required;
- Draft work plans on communication strategies for UNODC;
- Draft regular proposals for media activities to support UNODC;
- Oversee the development and implementation of mobilization and promotional campaigns related to projects supported by UNODC and, in consultation with the concerned units, organize especial events and accompany visitors in field trips related to the communication area;
- Compile and maintain a contact list of top reporters and media organizations in the country/region, including specialized reporters or editors for daily and weekly newspapers, radio networks and news programs, television networks and news programs, and specialized magazines;
- Build-up a network of journalists who regularly follow UNODC activities and cover drug and crime-related issues;

- Prepare reports and feature stories in English for UNODC HQs website and publications;
- Prepare and distribute situational reports, press releases and other communication products on project activities, major Brazilian political, social and economic developments, organized crime, drug-related and other issues of interest;
- Provide regular reports summarizing the situation of drugs and crime related media activities as well as the public knowledge and interest in those issues;
- Respond to questions and information requests, acting as the UNODC main person in assisting the demands coming from the general public and press; research material and publications whenever needed in order to supply information;
- Supervise interns and consultants as appropriate;
- Act as UNODC's focal point in joint-UN groups and task forces;
- Write and give full support in preparing speeches and PowerPoint presentations delivered by staff during events in general;

### **Qualifications:**

University degree in journalism, communication or related field; 3-5 years experience in the Communications area, preferably working as a communication assistant, as an editor or reporter; field office practice, rather in an international organization in the area of communication is an asset; work experience within the UN system is a strong asset. Computer literacy (Excel, Word, Power Point, HTML); Excellent knowledge of English;. Knowledge of Spanish highly desirable.

### **How To Apply:**

- CVs and presentation letter will be accepted only in English;
- CVs will be ONLY accepted in the P11 format. Please visit the link below to download it:
- <http://www.unhcr.org/recruit/p11new.doc>
- The deadline for submission is 30 January 2009;
- All submissions should be sent to the following e-mail: [unodc.brasil@unodc.org](mailto:unodc.brasil@unodc.org);
- Please indicate as e-mail subject: "Selection Process – Communication Assistant";
- Candidates who meet minimum CV criteria will be submitted to English and MS Office tests;
- Only candidates cleared in the tests will be invited for interviews;
- UNODC will not fund travel of interested candidates coming from other cities.