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**Office of the Resident Coordinator**

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UN Country Management Team in Mozambique

UN Communication Officer

**Terms of Reference**

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**I. Background**

The United Nations System in Mozambique is currently composed of 8 Resident Agencies, namely: FAO, UNDP, UNESCO, UNFPA, UNHCR, UNICEF, WFP, and WHO. Together with the Bretton Woods institutions and UNAIDS, these organisations come together in the Country Management Team (CMT). A few non-resident agencies, including ILO, UN HABITAT and UNIDO are also active in Mozambique.

The total number of United Nations staff present in Mozambique in 2005 amounted to 750.

As the designated representative of the Secretary-General, the Resident Coordinator assumes, on behalf of the United Nations system and in consultation with the other representatives of the United Nations system, overall responsibility for, and coordination of, the operational activities of the United Nations system carried out at the country level, in conformity with the objectives and priorities of the Government and mandates and objectives of the United Nations system organizations.

The Resident Coordinator enhances the synergy of programme activities of UN operational agencies through such tools as the UN Development Assistance Framework (UNDAF), and the development of common premises and services and joint programming activities for UN Agencies at the country level. The Resident Coordinator also provides leadership in assisting the Government's effort to fulfill its commitment made at global conferences, including the Millennium Development Goals (MDGs).

In July 1997, the UN Secretary General launched its reform of the UN, known as the UN Reform. The new UN seeks a more effective coordination of programmes across its agencies in closer cooperation with other international, bi-lateral, as well as private sector and civil society institutions. All become potential partners in achieving the UNDAF goals as well as those of international conferences and conventions. The UN reform also aims at introducing mechanism for simplification and harmonization of procedures and programmes.

In order to achieve these objectives – contributing to the global UN reform and introduce more effective coordination and communication at national level - the Country



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Management Team (CMT) prepared a UN Communication Strategy and decided to recruit a UN Communication Officer (CO) to ensure its implementation.

**II Objectives**

The UN CO will be part of the Resident Coordinator's Office. The CO's overall responsibility will be to coordinate inter-agency activities aiming at promoting national and international awareness of the profile and activities of the UN in Mozambique. This includes operationalization and implementation of the UN Communication Strategy and Annual Work Plans.

The CO will furthermore be acting as secretariat for the UN Communication Officer's Working Group.

**III Duties**

The CO will work under the overall supervision of the Resident Coordinator and day-to-day supervision of the RC Special Assistant. He/she will provide support to the Resident Coordinator and the CMT in Mozambique. He/she will work in close collaboration with the UN Communication Officers.

More specifically, the CO will assist the Resident Coordinator and CMT as follows:

- Be responsible for the implementation and operationalization of the UN Communication Strategy and Annual Work Plans in a multi-media context;
- Prepare Annual Communication Work Plans for the UN in Mozambique;
- Act as secretariat/advisor for the UN Communications Working Group. The CO will facilitate the establishment of the group, develop its TOR, annual workplan, modus operandi and be the liaison officer between the group and the CMT;
- Promote UN activities, especially under the UNDAF, with a view to mobilize resources for the same;
- Cultivate and maintain effective networks and working relationships with government, donors, local and international media, civil society organizations and other relevant partners.
- Prepare regular press releases, talking points, speeches, web content, articles and general correspondence on behalf of the Resident Coordinator and the CMT;
- Assist the UN Agencies with advocacy activities, including support to public events, launching ceremonies, field visits, workshops, and global UN initiatives;
- Monitor and compile records of coverage in the local media and electronic press of UN initiatives of interest to the Resident Coordinator and the CMT;
- Ensure that information on UN Mozambique website ([www.unsystemmoz.org](http://www.unsystemmoz.org)) is updated and maintained. This includes ongoing development of the website to meet



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**Office of the Resident Coordinator**

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UN requirements and implement recommendations in recently produced report on the website;

- Work to improve the profile and awareness of the UN System in Mozambique. This includes support to United Nations theme days and other inter-agency advocacy initiatives and coordinate advocacy and public awareness activities on UN programmes and activities;
- Support the MDG Campaign Manager in the implementation of the MDG Campaign for Mozambique;
- Develop concepts for UN quarterly newsletter for CMT's approval;
- Supervise and oversee the work of external consultants (including translators) when required;
- Respond to public requests for information on the UN System in the country;
- Liaise with communication specialist at UN Development Group Office (DGO) in New York as required;
- Perform other duties as required and instructed by the Resident Coordinator and the CMT.

**Qualifications***Education*

University degree (Masters' preferable) in communications or related fields.

*Professional Experience*

- Extensive experience in preferably more than one media.
- In depth knowledge of the local and international media represented in Mozambique;
- Understanding of development paradigms and socio-political situation of Mozambique and the sub-region;
- International experience an asset, especially with the United Nations System, familiarity with UN Reform agenda, MDG's and other global initiatives

*Personal skills*

- Excellent communication, writing and drafting skills required.
- Able to work and follow-up independently
- Diplomacy, tact and patience
- Ability to focus on a variety of tasks within a deadline-driven environment
- Ability to communicate and work closely with a variety of people within a multicultural environment
- Ability to work under stress
- Strong work ethic and commitment
- Concise and analytical thinking
- Organization and resourcefulness



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- Team player

*Languages*

Written and spoken English and Portuguese.

*Computer Skills*

General Microsoft Office software. Knowledge of Website software is an advantage.