

TERMS OF REFERENCE

Job Title: Special assistant to the Resident Coordinator
(Policy, Advocacy and Communications Specialist)

Duty Station: Yangon, Myanmar
Office of the Resident/Humanitarian Coordinator,

Background Information

Myanmar is classified as a least developed country (LDC) with a GDP per capita of USD 300 per annum. It ranked 132 out of 177 countries in the 2007 UNDP Human Development Index. Furthermore, the country has been subject to selective economic sanctions, and there are various restrictions and limitations set on donor assistance and UN agencies' operational mandates in-country.

The UN System has been providing assistance to Myanmar since its independence in 1948 and is the largest provider of humanitarian aid and socio-economic support in the country. In Myanmar, as is the case in other countries, UN country-level coordination processes are managed by the UN Country Team (UNCT) led by the UN Resident/Humanitarian Coordinator (RC/HC) and consisting of all resident UN agencies in Myanmar. Non-resident agencies (NRAs) are also invited to select joint UN initiatives and UNCT activities. Each UN agency has its own particular mandate and specific programme for Myanmar.

The opportunities for increasing the impact of the UN through coordination are growing, partly as a result of the post-Cyclone Nargis cooperation and collaboration processes, including the delivery of emergency relief and early recovery assistance and the preparation of a medium-term Post-Nargis Recovery and Preparedness Plan (PONREPP). Cyclone Nargis has highlighted opportunities for the UN System in broadening its engagement that would result from strengthened strategic planning and coordination. UNCT has thus jointly embarked on a strategic planning process to prepare a longer-term UN Framework of Assistance for Myanmar.

In this context, humanitarian/political/socio-economic analytical and advocacy efforts will be critical in mobilizing the necessary political and financial support for the UN System in Myanmar, as well as for the development of strategic partnerships with the Government of the Union of Myanmar, donors, private sector and civil society.

Responsibilities

Under the direct supervision of the RC/HC, and working closely with the Strategic Planning Advisor, Coordination Officer and External Relations Officer, and in close consultation with UNCT members, the incumbent is expected to achieve the following functions / key results. Depending on the priorities of the RC/HC and the Office of the RC/HC, the incumbent may also work with other staff in areas including: strategic planning (incl. assessment); work of the UNCT Sub-Group on Human Rights; PONREPP-related activities; and, other tasks as assigned by the RC/HC.

1. Advise the RC/HC (and UNCT) with various analysis on humanitarian, development, political, social and economic trends and development issues that impact UN activities in Myanmar

- ❑ In-depth analysis and updates on humanitarian/development/political/social/economic trends and issues as they arise, including those related to PONREPP, UN Framework of Assistance, etc.
- ❑ Maintenance of good contacts with academic institutions, think-tanks and other organizations and individuals that undertake analysis on Myanmar
- ❑ Preparation of internal reports for UNCT information on specific humanitarian/political/social/economic issues, as they arise and as needed
- ❑ Regular sharing of external analysis and reports on Myanmar, as well as preparation of UNCT Myanmar position on these analysis/report
- ❑ Assistance to RC/HC in various details regarding UN assistance to Myanmar

2. Support the UNCT internal & external communication efforts

- ❑ Support UNIC in leading the UN Communications Group (UNCG), particularly in responding to new developments or issues of media interest and preparation of media guidance on specific issues, as necessary
- ❑ Through the UNCG, implementing and updating the UNCT external communication workplan
- ❑ Through the UNCG, developing and implementing a plan for internal communication within the UNCT
- ❑ Ensuring close collaboration with OCHA and MIMU in identifying and developing information and communication products
- ❑ Development of advocacy materials for the RC/HC and UNCT for use in communications with donors, partners and other stakeholders

3. Support the RC/HC and UNCT media and advocacy efforts

- ❑ With UNIC and UNCG, support to the development of information materials to directly communicate with local populations served by UN agencies in Myanmar
- ❑ Identification of key media both in-country and outside and maintenance of a good working relationship with the media, in close consultation with UNIC
- ❑ Organization of interviews, press briefings, roundtable discussions, launches and other major UN PI/advocacy events for the RC/HC to advocate for UN positions and activities in Myanmar
- ❑ Preparation of talking points and speeches for major advocacy events organized by/attended by the RC/HC, in close consultation with the UNCT and partners

Qualifications

- Advanced university degree in international relations or other relevant social science field.
- At least 3-5 years of relevant work experience at the national or international level in political affairs, development, public relations, communications, media and/or advocacy, with experience in a bilateral, multilateral or international organization a great asset.
- Maturity, cultural sensitivity, tactfulness, diplomacy, inter-personal skills and ability to work well under pressure in a demanding environment.
- Familiarity with the operating context for international organisations in Myanmar an asset.

Language:

Excellent written and spoken skills in English and Danish are a pre-requisite for this position.