

TERMS OF REFERENCE

Posting Title:

Communications Consultant

meeting commitments, observing deadlines and achieving results. Ability to treat sensitive or confidential information appropriately. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Ability to deal efficiently and effectively with administrative responsibilities.

Teamwork: Excellent interpersonal skills and ability to establish and maintain harmonious working relationships in a multicultural, multi-ethnic and political work environment. Works collaboratively with colleagues to achieve programme goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Ability to develop consensus among people with varying points of view; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Communications: Strong oral communication and drafting skills; Ability to interact positively with high-level government officials.

Technological awareness: Excellent knowledge of Microsoft Office applications including Microsoft Word, PowerPoint and Excel. Ability to use other relevant software (such as mapping tools), as well as database software to organize, analyse and archive collected materials during research is desirable. Actively seeks to apply technology to appropriate tasks.

Qualif(5)7

TO APPLY TO THIS CONSULTANCY:

- 1) Complete the application form available at the following link:
<https://forms.office.com/e/H7qzLKQ1Vd>
- 2) After completing the form, please send a CV and cover letter to denise.ward@un.org (with a copy to doalos@un.org) with the email subject line "Capacity Needs and Priority Assessment Consultant (Caribbean Small Island Developing States)"

The documents should be named as follows:

surname of candidate_CV

surname of candidate_cover_letter

Only applications that follow both stages of the application process will be considered.

Closing date: 29