

Communication and Reporting Officer

Departement

Gender Affairs Section

Seniority level

Mid-Career

Duty station

Kinshasa, Democratic Republic of Congo

Contract type

United Nations Volunteer – Specialist

Duration

12 Months

Key tasks and responsibilities

- Ensure effective communication, visibility and knowledge management.
- Develop and maintain gender leaflets, gender posters, screen savers, etc.
- Support the team in drafting gender related presentations, surveys and calls for action
- Draft and produce result-oriented periodic reports and special briefs
- Review Mission's strategic reports and include in them sex-disaggregated data
- Create a gender profile of the mission and populate it regularly with updated gender statistics. Review daily, weekly and quarterly Mission reports and extract and compile gender events and developments into a weekly situational compendium
- Support planning and implementation of outreach activities

Requested profile

Education

Master's degree or equivalent in communication, journalism studies, social sciences, political sciences, or related field

Experience / Knowledge / Skills

Minimum of two (2) years of progressively responsible experience in the field of journalism, communication, edition and information related to a broad spectrum of development, preferably on gender, political, humanitarian or peacekeeping issues, required.

Language

- English (Mandatory) fluent
- French (Mandatory) working knowledge

Other information to be included

Field experience is highly desirable and experience in working with the United Nations or other international organizations in a post-conflict and peacekeeping environment is highly desirable.