

United Nations  
World Water  
Assessment  
Programme



United Nations  
Educational, Scientific and  
Cultural Organization



**Terms of Reference for Communications Officer  
UN World Water Assessment Programme**

**Contract type:** Appointment of limited duration (ALD)

**Grade:** P2

**Organization:** UNESCO, Natural Sciences, Division of Water Sciences,  
UN World Water Assessment Programme (WWAP)

**Date:** 9 August 2010

**Deadline for applications:** 14 September 2010

**Duty station:** Perugia, Italy

**Duration:** 1 year, renewable up to a maximum of 2 years in total

**Background**

The World Water Assessment Programme (WWAP) is a United Nations system-wide effort to develop the tools and skills needed to achieve a better understanding of processes, management practices and policies that help improve the supply and quality of global freshwater resources. Founded in 2000, WWAP is a program of UN-Water, hosted and led by UNESCO.

The principal objective of the programme is to assess and report on the state, use and management of the world's freshwater resources and the demands on these resources, define critical problems and assess the ability of nations to cope with water-related stress and conflict. Its primary product, the UN World Water Development Report, is produced every three years.

Initially housed in UNESCO's headquarters in Paris, the WWAP Secretariat has been relocated to Perugia, Italy.

**Scope of work**

The consultant will be a core member of the WWAP team, operating under the supervision of the Deputy Coordinator and in close collaboration with other members of the WWAP Secretariat. The consultant will be responsible for the implementation of WWAP's communications and for collaborating on outreach activities. Specifically, the consultant will be expected to:

1. Implement WWAP's communications strategy and work plan for the programme's fourth-phase (2010-2012) objectives, and the development and implementation of a communications strategy for the launch of the fourth UN World Water Development Report (March 2012).
2. Coordinate media relations, including:
  - Drafting press advisories, press releases, coordinating interviews, monitoring media coverage, responding to

Programme Office on  
Global Water Assessment,  
Division of Water Sciences, UNESCO  
Villa la Colombella  
Località Colombella Alta  
06134, Colombella, Perugia, Italy

Office tel.: +39 075 591 10 11  
Fax: +39 075 591 33 23 / 075 691 96 67  
[www.unesco.org/water/wwap](http://www.unesco.org/water/wwap)

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journalists' inquiries and media requests in close collaboration with the responsible/relevant programme officer(s).

- Identify and prioritize critical WWAP objectives, products and activities that can achieve higher visibility through media support; coordinate and plan activities with partners' media networks.
3. Coordinate the development and dissemination of WWAP messages, advocacy tools and other products, including:
    - Outreach activities for dissemination of WWDR messages.
    - Preparation of communication and promotional material.
    - Supporting/coordinating WWAP participation in international events, including preparation of material and coordination with partner organizations and guests.
    - Management and development of the WWAP website and newsletter and related on-line tools.
  4. Assist in developing WWAP's internal knowledge base.
  5. Monitor and report results and impacts of WWAP's communications activities.

### **Qualifications**

- Excellent verbal and written communications skills.
- Demonstrated experience working in an international context with a variety of stakeholders, such as senior government officials and United Nations professionals, journalists, policy- and decision-makers.
- An established track record in communications and media outreach. In particular, familiarity with content-management-based websites such as typo3.
- Basic knowledge of the international water sector.
- Demonstrated ability to take initiative and work independently.
- Graduate degree in a relevant discipline.
- A minimum of five years relevant professional work experience.
- Fluency in English is required. Additional language skills are a plus, especially French, Spanish or Italian.
- Knowledge of UNESCO and/or UN communications, outreach, knowledge dissemination and knowledge management practices are a plus.

### **Expected scope and duration of assignment**

- The successful candidate will be hired for a period of one year of full-time work, starting 18 October 2010.
- The position may involve international travel and is based in Perugia, Italy.

### **To apply (Deadline for submission is 14 September 2010):**

Please send a cover letter and CV to [wwap@unesco.org](mailto:wwap@unesco.org) with the subject line "Application for WWAP Communications Consultant".

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