### **Consultancy Opportunity: Communications Coordinator**

📍 **Location:** Putrajaya, Malaysia (Remote/Hybrid)
📅 **Duration:** 5 months (subject to extension), Begin 1st March 2025
📌 **Application Deadline:** 24th March 2025

#### **About UNFPA**

UNFPA, the United Nations Sexual and Reproductive Health agency, works towards a world where **every pregnancy is wanted, every childbirth is safe, and every young person's potential is fulfilled**. UNFPA Malaysia plays a key role in **gender equality, women’s empowerment, sexual and reproductive health and rights, and youth development**.

#### **Scope of Work**

The **Communications Coordinator** will:
✔ Develop and implement **strategic communications** to enhance UNFPA’s visibility.

✔ Manage **media, digital platforms, and public advocacy campaigns**.

✔ Work with **vendors, agencies, and partners** to develop advocacy materials and social media content.

✔ Strengthen **relationships with key stakeholders** including government, media, and donors.

✔ Oversee **content creation for the UNFPA Malaysia website and social media**.

✔ Support the **Representative’s Office with strategic communications**.

✔ **Represent UNFPA Malaysia** on the **UN Communication Group** and other **UN/UNFPA country, regional, and global communication groups**.

✔ Ensure **impactful coverage, documentation, and communication** of events to mark **select international days, field missions, and UNFPA-supported programmes**.

✔ Identify and leverage opportunities to **strengthen positioning and visibility** of UNFPA’s mandate areas using multiple communication mediums, including **documentaries**..

#### **Deliverables**

📌 Published UNFPA **events, campaigns, and success stories** across digital, print, and broadcast media.
📌 Development of **social media content (Reels, graphics, newsletters, reports, and fact sheets)**.
📌 Strengthened **media partnerships and stakeholder engagement**.
📌 Managed **website and social media platforms** with regular content updates.
📌 Coordinated with **regional and global UNFPA offices on communications-related work**.

#### **Required Qualifications**

🎓 **Education:** Master’s degree in **Communications, Media Relations, Journalism, or related social sciences**.
📌📌 **Experience & Skills:**

* Minimum **3 years** in **communications, media, advocacy, or partnerships**.
* **Excellent writing and editing skills**.
* Experience in **digital and social media content creation**.
* Strong skills in **public relations, stakeholder engagement, and media relations**.
* **Photographic and documentary skills**.
* Proficiency in **graphic design, video editing, and content management systems** (Adobe Photoshop, Illustrator, InDesign, Premiere Pro is a plus).
💬 **Language:** Fluent in **English**; working knowledge of **Bahasa Melayu** is desirable.

#### **How to Apply**

Interested candidates should submit their **CV and P11 Form** to [Insert Email] by **[Insert Deadline]**. Only shortlisted candidates will be contacted.