

## **Terms of Reference**

**Position Title:** UNSC – Communication Officer

**Duty Station:** New York, United Nations Headquarters

**Duration:** Two-year term (aligned with Liberia’s tenure on the UNSC: January 1, 2026 – December 31, 2027)

**Reports To:** UNSC Team Lead

## **Background**

Liberia has been elected as a non-permanent member of the United Nations Security Council (UNSC) for the 2026–2027 term. This period presents a strategic opportunity to enhance Liberia’s global visibility, influence international decision-making on peace and security, and share Liberia’s extensive experience in post-conflict recovery and peacebuilding.

Liberia’s contributions during its UNSC tenure will focus on four thematic areas:

1. Conflict prevention and mediation
2. Climate, peace, security, and sustainable development
3. Human rights, justice, and accountability
4. Women, Peace, and Security (WPS) and Youth, Peace, and Security (YPS) agendas

A specialized UNSC support team has been constituted to facilitate Liberia’s effective participation and representation. The Communication Officer will lead strategic communication efforts, ensuring accurate messaging, high visibility, and alignment with Liberia’s foreign policy priorities.

## **Purpose of the Position**

The Communication Officer is responsible for the strategic planning, coordination, and execution of communication, media relations, and public diplomacy initiatives for Liberia’s UNSC delegation. This role ensures that Liberia’s positions and activities are effectively communicated to national and international audiences and supports the delegation’s broader diplomatic objectives.

## **Duties and Responsibilities**

### **1. Strategic Communication & Planning**

- Develop and implement a comprehensive communication strategy aligned with Liberia's foreign policy and UNSC priorities.
- Advise the UNSC team on messaging, branding, and strategic communications.
- Identify emerging issues and recommend proactive communication approaches.
- Ensure coordination and consistency of messages across national ministries, international stakeholders, and the UN system.

## **2. Media Relations & Public Diplomacy**

- Serve as primary liaison with international and local media, supporting the spokesperson or serving as spokesperson when required.
- Draft, review, and disseminate press releases, statements, media advisories, and briefings.
- Organize press briefings, interviews, and media events for delegation members.
- Build and maintain relationships with journalists, media houses, and communication networks to ensure accurate coverage.
- Monitor international media and social media coverage, providing analysis and recommendations to the delegation.

## **3. Content Creation & Digital Media**

- Manage and maintain Liberia's official social media accounts and digital platforms for UNSC engagement.
- Develop high-quality multimedia content, including videos, graphics, blogs, and newsletters, to highlight Liberia's initiatives.
- Coordinate live updates, coverage, and post-session summaries of key UNSC events.
- Ensure messaging is consistent, culturally sensitive, and aligned with Liberia's diplomatic objectives.

## **4. Internal Coordination & Reporting**

- Collaborate with the Ministry of Foreign Affairs, Permanent Mission, and relevant national institutions to ensure alignment in messaging.
- Summarize and analyze media coverage for internal reporting and decision-making.
- Prepare periodic communication briefs, situation reports, and recommendations for stakeholders in Monrovia.
- Facilitate internal knowledge-sharing sessions to enhance team awareness of communication strategies and tools.

## **5. Event Management & Visibility Support**

- Support planning, promotion, and visibility of side events, briefings, and public diplomacy initiatives hosted by the delegation.
- Develop communication materials such as flyers, banners, presentations, talking points, and speeches for events.
- Ensure media coverage, documentation, and digital dissemination of events for maximum impact.

## **6. Crisis Communication & Risk Management** *(Additional Function)*

- Develop and implement crisis communication plans to respond to unexpected events, controversies, or misinformation.
- Advise the UNSC team on potential communication risks and mitigation strategies.
- Coordinate with UN communication structures to manage messaging during sensitive developments.

## **7. Stakeholder Engagement & Advocacy** *(Additional Function)*

- Engage with UN communication offices, diplomatic missions, and civil society organizations to enhance Liberia's visibility and advocacy efforts.
- Support the delegation in coalition-building and outreach to partner countries on shared agenda items.
- Facilitate communication with national and international stakeholders regarding Liberia's UNSC priorities.

## **8. Monitoring, Evaluation & Reporting** *(Additional Function)*

- Develop key performance indicators to assess the impact of communication activities.
- Monitor engagement across media and digital platforms to inform future strategies.
- Prepare analytical reports highlighting lessons learned, trends, and audience insights for strategic decision-making.

## **Qualifications and Experience**

- Bachelor's degree in Communications, Journalism, Public Relations, International Relations, or related field (Master's preferred).
- At least 5–7 years of experience in communications, ideally in diplomatic, international, or UN contexts.
- Proven track record in media relations, digital communications, and strategic messaging.
- Deep understanding of global affairs, peace and security, and multilateral diplomacy.
- Familiarity with UN system operations, particularly the UNSC, is highly desirable.
- Excellent writing, editing, and public speaking skills.
- Ability to work under pressure in a fast-paced and high-profile international environment.

## **Competencies and Skills**

- Strong interpersonal and intercultural communication skills.
- Strategic thinker with strong analytical and problem-solving abilities.
- Politically sensitive, professional, and discreet.
- Skilled in social media management and digital communication tools.

- Organized, proactive, and able to meet tight deadlines.
- Committed to promoting Liberia's national interests and international reputation.

### **Language Requirements**

- Fluency in English (written and spoken) is required. Knowledge of additional UN languages is an asset.

### **Reporting Lines**

- Reports to: UNSC Team Lead
- Coordinates with: Ministry of Foreign Affairs, Permanent Mission, UN communication offices, media, civil society, and relevant stakeholders