

United Nations Development Programme
Terms of Reference

Post Title: TICAD Liaison Officer
Post Level: Individual Contract
Duty Station: Tokyo, Japan
Organizational Unit: Representation Office in Tokyo
Bureau: Bureau for External Relations and Advocacy
Appointment: March – July 2013
Focal Point: Public Affairs Officer, UNDP Representation Office in Tokyo

Background:

Tokyo International Conference on African Development (TICAD) is an international conference organized by the Government of Japan, the United Nations Office of the Special Advisor on Africa (UN-OSAA), the United Nations Development Programme (UNDP) and the World Bank. Launched in 1993 to promote high-level policy dialogue between African leaders and development partners, TICAD has evolved into a major multilateral framework to promote African development under the dual principle of African “ownership” and international “partnership”. Japan hosts the summit-level conferences every five years, and the fifth conference, TICAD V, will be held in Yokohama June 1-3, 2013. It is co-organized by the Government of Japan, UN-Office of Special Adviser for Africa (OSAA), UNDP, the World Bank and the African Union Commission.

As a co-organizer, UNDP has consistently supported the enhancement of TICAD process since 1993. In July 2012, UNDP Administrator Helen Clark expressed her intension to work closely with Japan for the successful TICAD V at the meeting with Prime Minister Yoshihiko Noda. Regional Bureau for Africa (RBA), with TICAD Unit, is taking the lead to ensure UNDP’s coordinated support to the TICAD process including TICAD V. UNDP Representation Office in Tokyo is in charge of overall advocacy and communications efforts by UNDP in Japan for TICAD V.

TICAD Liaison Officer stationed at UNDP Representation Office in Tokyo will be in charge of supporting TICAD process and UNDP’s overall preparation and coordination efforts for TICAD V in Japan, with focus on communication, advocacy, and logistical support in Japan.

Specific Duties and Responsibilities:

To ensure success of TICAD V, it is essential to raise awareness of both Japanese and African audiences on TICAD V and African development as well as stakeholders’ contributions. It is also important to provide information on TICAD V and African development to key stakeholders including policy makers and media in a timely and effective manner. Under the overall supervision of Deputy Director, UNDP Representation Office in Tokyo, and the day-to-day supervision of Public Affairs

Officer, TICAD Liaison Officer is expected to perform the following duties.

1. Advocacy and Communications

- Develop and implement UNDP's overall advocacy and communication strategy for TICAD V in Japan with key TICAD Unit, Regional Bureau for Africa (RBA), other bureaus and external stakeholders, contributing to overall promotion of TICAD V as a co-organizer.
- Develop partnerships with key stakeholders (i.e. NGOs, academia, private sector, media etc.) to raise awareness on TICAD V and UNDP's activities in Africa.
- Develop, prepare and/or edit advocacy materials (i.e. website, leaflets, brochures, posters, press releases and video clip) to promote TICAD V and UNDP's activities in Africa.
- Plan, organize and/or support publicity events in conjunction with stakeholders in Japan to raise public awareness on TICAD V, including UNDP's contributions to the TICAD process.
- Promote quality media coverage on TICAD V and UNDP in Africa.
 - Draft press briefing materials on TICAD and UNDP in Africa
 - Organize press briefing sessions on development issues in Africa. Disseminate UNDP publications and materials to stakeholders.

2. Logistics and Coordination

- Support UNDP's preparation and contribution for TICAD V in Japan in close coordination with TICAD Unit, RBA and other bureaus, including the facilitation of procurement and payments related to TICAD V in compliance with UNDP rules and regulations.
- Support UNDP's preparation for and participation in TICAD V by making logistical arrangements in a timely manner including venues/equipment, shipment/delivery, communications, transportations, support for UNDP delegation and other necessary arrangements.
- Monitor delivery of TICAD V related funds under supervision of the fund manager.

3. Reporting and Documentation Management

- Attend TICAD-related meetings and events in Japan on behalf of UNDP and prepare written reports.
- Document and compile internal records as well as official conference materials of TICAD V.
- Prepare a final report on the activities related to the TICAD V with financial details.
- Perform other assignments as may be delegated by the Deputy Director of UNDP Representation Office in Tokyo (ROT).

Required Qualifications and Experience:

Education

- Master degree in development studies, public administration, journalism or other related field

Work Experience

- Minimum 3 years of relevant experience in international development areas. Working experience in UNDP or in Africa is an advantage.
- Extensive knowledge of development in Africa.
- Strong knowledge and extensive experience on advocacy, communication and public relations, preferably in international development area.
- Knowledge of the Japanese media and civil society organizations including NGOs.
- Full proficiency and ability to communicate effectively in English and Japanese languages, orally and in writing. Fluency in French is an advantage.
- Demonstrated excellent writing skills.