



**UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION**  
**Trade Related Technical Assistance (TRTA II) Programme**

**JOB DESCRIPTION**

<b>Post Title</b>	Communication Assistant
<b>Duration</b>	12 w/m with possibilities for extension
<b>Date required</b>	01 January 2011
<b>Duty Station</b>	Islamabad (Pakistan)
<b>Duties</b>	The candidate will work under the overall guidance of the UNIDO Project Manager in Vienna and under the direct supervision of Chief Technical Advisor (CTA), and specifically be expected to:

<b>Main Duties</b>
<b>Communication and Visibility</b>
1. Elaborate and execute the Communication and Visibility Plan of TRTA II Programme in accordance with EU Communication and Visibility Manual and Guidelines
2. Maintain and update the TRTA website by uploading relevant documents and material as well as liaison with M/s Cogilent in upgradation of the website
3. Arrange for publication and issuance of TRTA Newsletter by collecting relevant material and liaising with the external publisher
4. Assist in compilation, scanning, converting and posting documents related to the programme for uploading on website and publication of Newsletter
5. Assist in collection and dissemination of information on TRTA II programme and activities to users within and outside the Project Management Office (PMO)
6. Maintain and update wide distribution lists and distribute various materials and reports, where possible using electronic formats and coordinate shipment arrangements, courier services etc.
7. Arrange media coverage for all TRTA events
8. Maintain press archives and news clippings
<b>Programme Administration and Documentation</b>
9. Organize and maintain the documentation and information system (DIS) and documents library related to the TRTA II programme in electronic and paper based forms
10. Provide logistic support to organize workshops, meetings, seminars related to programme activities
11. Maintain systematic mail log (in and out) and follow-up, as well as a filing system of programme matters, as to keep track of project activities and easy retrieval of required data including reference materials and related documents.
12. Maintain an inventory record of all consumables office supplies (e.g. stationary) and office store related to programme activities
13. Manage calendar, meetings, visitors, phone calls and appointments
14. Assist in preparation of documentation including typing from draft, correcting, formatting and preparing, in final form, reports and other documents related to the programme in accordance with the correspondence guidelines and prescribed formats using available office automation facilities.

**Qualification:** Graduate/post graduate with background in media or communications related field with IT skills. The candidate must show a pro-active attitude, possess excellent communication skills, and be able to work independently. The candidate should have the ability to interact constructively with both the public and private sector.

**Language:** English

**Background:**

The TRTA- II programme has three complementary components aimed at improving the trade and investment policy climate and enhancing trade development, strengthening standards and quality capacity, and improving the protection of intellectual property rights. The programme is broader in scope than the previous TRTA I, addressing regional negotiations and WTO, trade development and trade policy, and involving the private sector and civil society as well as the GoP.

The TRTA-II programme has the following three Components:

- Component 1: Trade Policy Capacity Building**
- Component 2: Export development through improvement of the quality infrastructure**
- Component 3: Strengthening of the Intellectual Property Rights**

The implementation of the above three components are expected to result in the strengthening of the trade capacity building process in Pakistan, thereby promoting the economic integration of Pakistan into the global and regional economies and stimulate decent work and employment creation by increasing exports and enhancing the enabling climate for international trade.