



Communications Associate

<b>Job Requisition</b>	JR114432 Communications Associate (Open)
<b>Job Family</b>	Communications
<b>Start Date</b>	21/07/2025
<b>End Date</b>	05/08/2025
<b>Primary Posting</b>	No
<b>External Posting URL</b>	<a href="https://wd3.myworkdaysite.com/recruiting/wfp/job_openings/job/Bridgetown-Barbados/Communications-Associate_JR114432">https://wd3.myworkdaysite.com/recruiting/wfp/job_openings/job/Bridgetown-Barbados/Communications-Associate_JR114432</a>
<b>Description</b>	

DEADLINE FOR APPLICATIONS

4 August 2025-23:59-GMT-04:00 Atlantic Standard Time (Barbados)

WFP celebrates and embraces diversity. It is committed to the principle of equal employment opportunity for all its employees and encourages qualified candidates to apply irrespective of race, colour, national origin, ethnic or social background, genetic information, gender, gender identity and/or expression, sexual orientation, religion or belief, HIV status or disability.

ABOUT WFP

The World Food Programme is the world's largest humanitarian organization saving lives in emergencies and using food assistance to build a pathway to peace, stability and prosperity, for people recovering from conflict, disasters and the impact of climate change.

At WFP, people are at the heart of everything we do and the vision of the future WFP workforce is one of diverse, committed, skilled, and high performing teams, selected on merit, operating in a healthy and inclusive work environment, living WFP's values (Integrity, Collaboration, Commitment, Humanity, and Inclusion) and working with partners to save and change the lives of those WFP serves.

To learn more about WFP, visit our website: <https://www.wfp.org> and follow us on social media to keep up with our latest news: [YouTube](#), [LinkedIn](#), [Instagram](#), [Facebook](#), [Twitter](#), [TikTok](#).

WHY JOIN WFP?

- WFP is a 2020 Nobel Peace Prize Laureate.
- WFP offers a highly inclusive, diverse, and multicultural working environment.
- WFP invests in the personal & professional development of its employees through a range of training, accreditation, coaching, mentorship, and other programs as well as through internal mobility opportunities.
- A career path in WFP provides an exciting opportunity to work across the various country, regional and global offices around the world, and with passionate colleagues who work tirelessly to ensure that effective humanitarian assistance reaches millions of people across the globe.
- We offer an attractive compensation package (please refer to the Terms and Conditions section of this vacancy announcement).

BACKGROUND AND PURPOSE OF THE ASSIGNMENT:

The United Nations World Food Programme's Multi-Country Office (MCO) for the Caribbean works with national, regional and international partners to strengthen resilience to the climate crisis, and to other risks. WFP adopts a systems-focused approach as part of its capacity-strengthening efforts, through research and advocacy, digitalization, human-resource development, South-South Cooperation, and by investing in

critical infrastructure and assets. WFP works with partners to provide direct assistance to vulnerable people impacted by shocks, when events surpass national and regional capacities. These investments place the most vulnerable people at the centre of efforts to minimize the combined impacts of climate, economic and other shocks. WFP Caribbean's 2022-2026 Multi-Country Strategic Plan supports 22 countries and territories across the English- and Dutch-speaking Caribbean through the provision of expertise in vulnerability analysis and mapping; end-to-end supply-chain management; shock-responsive social protection; food-systems strengthening, and climate-risk financing.

Job holders at this level demonstrate responsibility and initiative to respond independently to queries with only general guidance. There is a requirement to use judgment in dealing with unforeseen problems on a daily basis.

**The role:**

To provide research and specialised communications services that support the creation of content and services aimed at maintaining and enhancing WFP's visibility and reputation and supporting fundraising activities. The position will support WFP's work around communications, advocacy and multi-media tools to showcase and position WFP's operations in the English and Dutch-speaking Caribbean.

**ACCOUNTABILITIES/RESPONSIBILITIES:**

- Perform specialized communications processes and activities, to support staff in the development, preparation, execution and dissemination of campaigns for target audiences.
- Create multimedia communications products for the purpose of highlighting WFP Caribbean's operations, including through videos, photo stories, infographics and other media.
- Conduct research, suggest ideas, and provide coordination support to ensure the timely and effective delivery of video/film, photographic and radio projects. Manage the storage and distribution of audio/visual materials in accordance with relevant policies.
- Serve as an information focal point, support and/or coordinate media coverage of events to optimize publicity of WFP's activities.
- Organize and execute special events, working closely with colleagues, external partners and media, to ensure events are effectively scheduled, publicized and attended.
- Monitor traditional and social media and report relevant information to senior staff to inform the development and/or evaluation of communications activities and strategies.
- Under guidance, prepare content for use on traditional and social media platforms and networks, and printed materials, to enhance coverage and support of WFP's activities, ensuring consistency with corporate messages.
- Distribute and promote communications guidelines for WFP staff to refer to when creating content.
- Manage updates and further develop internal records and databases, ensuring information is accurate, organized and available for others to access.
- Respond to specialized queries and requests for support, using initiative and following standard processes, to ensure timely and accurate resolution of all enquiries.
- Maintain relationships with internal and external stakeholders, in order to provide an aligned, coherent service, and to identify opportunities to collaborate/integrate processes and activities.
- Implement improvements to communications methods and practices, to contribute to a better flow of information about WFP's work to the media and stakeholders.

**OTHER POST REQUIREMENTS (details to be determined by Post Managers):**

WFP provides emergency response support to the 22 English and Dutch-speaking countries in the Caribbean. In this role, the incumbent may be required to:

- Support emergency response activities.
- Deploy to affected countries to assist with operations as required.
- Work beyond regular working hours to support emergency response efforts.

**QUALIFICATIONS & EXPERIENCE REQUIRED:****Education:**

Completion of secondary school education. A post-secondary certificate in the related functional area.

**Experience:**

Six years' experience in communications, journalism, multimedia content creation, or other related fields. Experience with graphic design and videography software and the creation of multimedia products essential. Experience in Communication, Marketing and/or Public Relations, preferably within an international development context and in emergencies. Experience with media monitoring and reporting. Proven analytical skills and the ability to produce high-quality written documents, videos, infographics and other communication products. Experience with interacting with conducting interviews in the field at various levels is considered a strong asset.

**Knowledge & Skills:**

- Knowledge of WFP communications considered an asset.
- Proficiency in MS Office (Word, Excel, Power Point, Publisher, Outlook)

**Languages:**

Fluency in both oral and written communication in the English language.

**Who Can Apply?**

- This position is open to nationals of Barbados and CARICOM member states and associate members. CARICOM Nationals applying for National position outside of their home country bear sole responsibility for required actions or expenses related to relocation, accommodation, repatriation and any other living expenses, etc. A CARICOM Skilled National Certificate is a pre-requisite of employment for successful candidates who are not from the country for which the position is advertised.
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**Employment Particulars**

- Type of position: Short Term, Full Time
- Type of Contract: Service Contract Level 6 (SC 6)
- Duration on Contract: 6 months. This contract is eligible for extension. Extension of contracts will be based on satisfactory performance and operational requirements.
- Duty Station: Bridgetown, Barbados
- Travel Requirements: The WFP Caribbean Office cover the 22 English and Dutch speaking Caribbean countries. The selected candidate may be required to travel from time to time, both regionally and internationally, to support missions, emergency responses, training etc. As such full medical clearance will be required.

**Benefits and Entitlements**

- Competitive Salary
- Up to 30 Days of Annual Leave
- Pension Contribution
- Learning and Development Opportunities
- Health, Life and Disability Insurance
- Sick Leave and Compassionate Leave



- Parental Leave (birth and non-birth parents)
- Remuneration: The salary for this position starts at BBD \$5741.34 per month.

#### WFP LEADERSHIP FRAMEWORK

WFP Leadership Framework guides to the common standards of behavior that guide HOW we work together to accomplish our mission.

[Click here to access WFP Leadership Framework](#)

#### REASONABLE ACCOMMODATION

WFP is committed to supporting individuals with disabilities by providing reasonable accommodations throughout the recruitment process. If you require a reasonable accommodation, please contact: [global.inclusion@wfp.org](mailto:global.inclusion@wfp.org)

#### NO FEE DISCLAIMER

The United Nations does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.

#### REMINDERS BEFORE YOU SUBMIT YOUR APPLICATION

- We strongly recommend that your profile is accurate, complete, and includes your employment records, academic qualifications, language skills and UN Grade (if applicable).
- Once your profile is completed, please apply, and submit your application.
- Please make sure you upload your professional CV in the English language
- Kindly note the only documents you will need to submit at this time are your CV and Cover Letter
- Additional documents such as passport, recommendation letters, academic certificates, etc. may potentially be requested at a future time
- Please contact us at [global.hrrecruitment@wfp.org](mailto:global.hrrecruitment@wfp.org) in case you face any challenges with submitting your application
- Only shortlisted candidates will be notified

All employment decisions are made on the basis of organizational needs, job requirements, merit, and individual qualifications. WFP is committed to providing an inclusive work environment free of sexual exploitation and abuse, all forms of discrimination, any kind of harassment, sexual harassment, and abuse of authority. Therefore, all selected candidates will undergo rigorous reference and background checks.

No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.



<b>Remote Type</b>	Fully Present
<b>Location</b>	Bridgetown, Barbados
<b>Time Type</b>	Full time
<b>Locations</b>	
<b>Supervisory Organization</b>	RBP MCO, Barbados, Bridgetown, Communications Partnerships Reporting & Gender (Juliette Maughan)