

- 4) Support the team communication efforts by contributing to the development of communication products, and increasing the visibility of existing or potential SP3 related stories to be picked from country, sub-regional and regional level work;
- 5) Support report writing and assist in the preparation of funding proposals and management of reports, as needed;
- 6) Contribute to team meetings, SP3 seminars and webinars, and report on key highlights, as needed;
- 7) Contribute to collecting and consolidating data particularly from Sub regional Offices (SROs) to support corporate monitoring and reporting of the strategic framework;
- 8) Support any other related activities.

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
Successfully undertake in a timely manner the duties as set out above.	As required by the supervisor and by the end of the contract.