



## DESCRIPTION OF ASSIGNMENT

### Preamble:

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large, and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities.

In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

- 1. Type of Assignment:** International UN Volunteer
- 2. Type of Assignment Place:** Family Duty Station
- 3. Assignment Title:** UNV Communications and Multimedia Officer
- 4. Link with UNV Strategic Framework:** National capacity development through volunteer schemes
- 5. Duty Station, Country:** Phnom Penh, Cambodia
- 6. Duration (in months):** 12 months
- 7. Expected Starting Date:** February/ March 2017
- 8. Host Agency/Host Institute:** UNDP Cambodia

### 9. Organizational Context/Project:

UNDP Cambodia has been working in the country to help Cambodia to achieve the eradication of poverty and the reduction of inequalities and exclusion. We help Cambodia to develop policies, leadership, skills, partnering abilities, institutional capacities and resilience in order to sustain development results. Under the Country Programme (2016-2018), we shifted our focus from a project orientation to an issue-based approach aiming at upgrading value chains, financing development sustainably, building resilience and fostering voice and participation.

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To contribute to the attainment of the Country Programmes' aims, the communication team has significant roles to play to influence the development and implementation of relevant policies and programmes at both national and local levels. These roles range from working with media agencies, managing Country Office's website and social media, producing relevant reports and multi-media products to organizing public events. The UNV Communications and Multimedia Officer will be part of the Country Office Communications Team.

## 10. Description of tasks:

Under the direct supervision of UNDP Cambodia's Communications Analyst, the UNV Communications and Multimedia Officer participates in the implementation of the corporate communications strategy and the Country Office's communications and advocacy strategy that are geared towards influencing development agenda, promoting public and media outreach and mobilizing political and financial support for UNDP. The UN Volunteer will undertake the following tasks:

- Develop/draft solution-based and/or human interest stories for each key issue
- Drafting press releases, fact sheets, briefing notes and other advocacy/information materials for both web-based and traditional media
- Develop template and produce quarterly newsletter and annual report by applying creative content to attract readers' attention – infographic, video/animation, microsite, exposure, etc.
- Event planning and implementation of the CO's key events
- Support the interactions with media and develop strategies to increase their involvement
- Implementing the digital media strategy including content management for the CO's website and social media channels by updating/editing the website following the guidance by the regional communication team.
- Produce social media's thematic contents – the UN Volunteer shall discuss with the Communication Analyst/Senior Policy Advisor and/or Policy Analysts about the Country Office (CO)'s communication themes and policy messages to be disseminated. The themes are framed in accordance with both the national and regional events.
- Produce communications materials - design posters, leaflets, brochures, newsletters and other visual communication materials, shoot/collect photos and video of events/activities/field visit to be stored in the photo/video bank and used for CO communications and advocacy purposes.

Furthermore, UN Volunteers are required to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers;

- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

## 11. Results/Expected Outputs:

- The key results have an impact on creation of effective communications and dissemination of information on the CO. In particular, the key results have an impact on implementation of the CO's communication strategies and multimedia materials production as well as reaching visibility and resource mobilization targets.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment;
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

## 12. Qualifications/Requirements:

### A) Qualifications, skills, experience:

**Degree level:** Master's degree

**Type of Degree:** Journalism, Public/Media Relation, Communications, or Visual Communications and other relevant degree

**Years of work experience:** At least two years of relevant working experience in public relations, communications or advocacy.

Experience in writing feature articles, speeches, press releases in English

Experience in interacting and working with local and international media

Experience in developing web content and using social media platforms and tools to communicate and engage with a variety of audiences

**Language:** English including excellent written and spoken skills

**Driving license:** No

- **Computer skills:** Proficiency in Final Cut Pro, InDesign, Illustrator and accompanying programs as well as experience in the usage of computer and office software packages, good knowledge and experience in handling of web-based management systems is an asset

### **B) Competencies and values:**

- **Integrity and professionalism:** demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
- **Accountability:** mature and responsible; ability to operate in compliance with organizational rules and regulations.
- **Commitment to continuous learning:** initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- **Planning and organizing:** effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
- **Teamwork and respect for diversity:** ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working

### **13. Living Conditions:**

The climate of Cambodia is tropical, monsoonal and is characterized by heat and humidity. The rainy season lasts from May to October and the hot, dry season from November until April.

Houses and apartments are available to suit most budgets and preferences. House hunting is not difficult in Phnom Penh. The usual means of locating suitable accommodation is through estate agents/realtors. International UN Volunteers are

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required to follow the UN residential security requirements as per the local MORSS when choosing their accommodation.

There are few taxi operators in Phnom Penh, so for daily transportation the cheapest, fastest and most frequent mode of travel is by a tuk-tuk (a motor-powered rickshaw). Some UN volunteers chose to purchase their own mode of transportation, be it a car, a motorbike or a pushbike. They are strictly recommended by UN security to wear seatbelts in cars and helmets when traveling on motorbikes, tuk-tuk or bicycling.

In terms of health, common diseases in Cambodia are those which exist in other tropical countries like diarrhea, malaria, dengue and HIV/AIDS. Most of the serious cases have been reported contracted in hilly, rural and densely forested areas. City dwellers like in Phnom Penh can also be at risk due to poor disposal of waste. Generally in cities, people use purified water for drinking and cooking. The recommended vaccinations are those against typhoid, Hepatitis A, Hepatitis B, Tuberculosis and Japanese Encephalitis.

While medical facilities in Cambodia are sufficient for the treatment of most routine ailments and minor accidents, illnesses and accidents of more serious nature require medical evacuation, usually to Bangkok or Singapore.

#### **14. Conditions of Service for international UN Volunteers:**

The duration of your assignment is 12 months.

A volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three). In January 2016, the MLA for an International UNV Specialist in Cambodia is US\$ 1,999.88.

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,571. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living.

The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website (<http://icsc.un.org>). For example, if the PAM for the current month is 54.6%, then the VLA for that month will be (US\$ 1,571 x 54,6 /100) + 1,571= US\$ 2,429. Moreover, a Family Allowance (FA) is added in accordance with the number of recognized dependents: US\$ 250 if the UN Volunteer has 1 recognized dependent, and US\$ 450 if the UN Volunteer has 2 or more recognized dependents.

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

### **15. Application Procedure:**

If you have not yet registered in the UNV database, please apply by registering your profile at <https://ereta.unv.org/html/index.php?module=myprofile>. Important: Once you have created your UNV account by validating your email address, please complete all sections of your profile.

Go to 'Special Recruitment' section on the left menu, click on the 'Edit' button and select the advertisement code "16FFJPN\_CMBDP" from the drop down list. Please do not forget to click the 'Update' button.

If you are registered in the UNV database, please update your profile at: <http://myprofile.unv.org> click on the 'Special Recruitment' option on the left menu, then click on the 'Edit' button and select the advertisement code "16FFJPN\_CMBDP".

**Application deadline is 15 December 2016.** Only short-listed candidates will be contacted.

**This assignment is funded by the Government of Japan, therefore only nationals from Japan are eligible to apply.** Please note that if you have previously served as a UN Volunteer (funded by JICA as a former *Japan Overseas Cooperation Volunteer*) you are not eligible to apply.