



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:** Strategic Communication and Knowledge Management Officer
- 4. Link with UNV Strategic Framework:** National capacity development through volunteer schemes
- 5. Duty Station, Country:** Dakar, Senegal
- 6. Duration (in months):** 12 months
- 7. Expected Starting Date:** February/ March 2017
- 8. Host Agency/Host Institute:** United Nations Volunteers Regional Office in Dakar
- 9. Organizational Context/Project:**

Since the marking of the international years of volunteers in 2001, UNV's mandate and scope of operation in the field has expanded beyond its traditional role of mobilizing volunteers to UN agencies.

The new role has been articulated in the UNV Business Model steering the organization to focus its work on three inter-related but distinct areas of advocacy for volunteerism, integration of volunteerism in the development agenda and mobilization of volunteers for development activities. The new mandate requires increased UNV engagement with the development partners particularly the UN agencies in programme

T. +49 (0) 228-815 2000

A. Platz der Vereinten Nationen 1, 53113 Bonn, Germany

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F. +49 (0) 228-815 2001

W. www.unv.org

planning and implementation at the field level. The primary aim is to use volunteerism as an instrument and catalyst to accelerate development efforts for the attainment of the MDG.

Additionally, the rationale for having UNV regional presence based at the UNDP Regional Service Centres¹ (RSC) derives from a number of corporate considerations to operationalize the UNV Business Model and programme strategy. These are but not limited to the following:

- Within the regional configuration of the practice architecture, provide advisory services in the area of volunteerism for development, as a cross-cutting area applicable to all UNDP focus practice areas, and thereby mainstream volunteerism into the RSC services to country offices across areas;
- Enhance UNV's support to country offices, as the primary client of the services provided by the Regional Service Centres, in the areas of volunteerism for development in planning and delivering development results;
- Allow timely and substantial responses to sub-regional challenges;
- Develop, build and maintain effective regional partnerships through substantive participation in programme initiatives, reviews and events at country and regional levels;

The UNV Regional Office in Dakar has been established at the start of 2016. The office is composed of one regional manager, a programme assistant and 5 thematic regional specialists around the five programmatic priority areas (youth, volunteer infrastructure, peace building, community resilience/disaster risk reduction and basic social services).

10. Description of tasks:

Under the direct supervision of the UNV Regional Manager for the West and Central African region, the UN Volunteer will undertake the following tasks:

- Conceptualization and realization of fundraising material in line with corporate standards and adapted to the West and Central African region
- Design and production of knowledge management products, which can be done in collaboration with the thematic experts of the Regional Office.
- Development and coordination of an annual outreach and communication plan for West and Central Africa.
- Liaise with UNV Field Units in the region to promote key events and results of UNV projects.
- Promote the partnerships and programmes developed and implemented in the region
- Development and dissemination of communication packages for advocacy campaigns
- Production of press releases, fact sheets, Q&A's, background documents etc. for media partners
- Contribution to social media packages and campaigns

¹ Dakar, Panama, Bangkok

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 assignment will provide the UN Volunteer with the opportunity to play a key role in the documentation and dissemination of evidence and knowledge generated in West and Central Africa through a variety of communication channels for different purposes. This includes:
 - Support the engagement in innovative ways of resource mobilization towards the broad public as well as UN agencies, private sector and individual donors. This includes the production of compelling fundraising material for different donor groups, including corporate partners, UN agencies, and donors (bilateral and wealthy individual).
 - Advocacy for policy change to strengthen the role of volunteerism in policy making and implementation of projects.
 - The dissemination of knowledge on volunteerism.
 - Promotion of the work of the UNV Field Units in the region.
 - Media outreach to raise public awareness about volunteerism. This involves the writing of press releases, statements, human interest stories, op'eds, Q&A's and other communication material.
- At the end of the assignment, the UN Volunteer will have a clear understanding of the rapidly changing role of the UN, in the context of a region that is challenged at many fronts: security, social, economic, environmental. He/she will have contributed to strengthening that role through the production of high-quality communication, advocacy knowledge management materials that support outreach towards a variety of stakeholders and partners.
- 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 (including competencies, values and skills):

A) Qualifications, skills, experience:

Degree level: Bachelor's degree

Type of Degree: University degree in communication, journalism, graphic design, sociology, international relations or a related field.

Years of work experience:

- At least 3 years of relevant work experience in the area of journalism, communication, public relations and/or knowledge management
- Expertise and experience in design and production of attractive communication products
- Experience in working through social media platforms would be an asset

Language (s): Excellent written and spoken French and English

Driving license required: No

Computer skills: Experience in the use of computers and office software packages (MS Word, Excel). Knowledge of Photo editing software (Adobe Photoshop, Adobe Lightroom). Keen user of social media. Use of publishing and design software packages (macromedia, Dreamweaver, publisher, web editor, etc.) would be an advantage.

Technical competencies:

- Excellent research and drafting skills required;
- Excellent writing skills, particularly in the area of human-interest stories, media material etc.
- Very good communication skills, including the ability to communicate with various counterparts and to articulate ideas in a clear and concise manner. Ability to be an attentive listener, correctly interpreting messages from others and responding appropriately. Demonstrating openness in sharing information and keeping people informed;
- Knowledge of West and Central Africa's political, social and human rights issues 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 assignment will take place in the nation's capital, Dakar, a family duty station (Hardship classification A) with missions to the region. Dakar is a livable city. The spontaneous reception and hospitality of the Senegalese is among the characteristic features of this West African country. The living conditions in Dakar are good, as well as the access to health services. The yellow fever vaccine is compulsory and vaccination cards should be presented at the entrance. Vaccinations against Meningococcal Meningitis and Hepatitis A and B are also recommended. The basic drugs are available in pharmacies but it is recommended to bring specific prescription drugs.

According to ANSD/RGPHAE 2013 official estimates, the population of Dakar metropolitan area reaches over 3.1 million people. The total population of Senegal is 13.508.715 inhabitants (ANSD 2013). Senegal is located on UTC/ GMT. Senegal has warm climate and sunny days throughout the year that make it a comfortable duty station. Daytime temperatures are on average around 30°C. Rainy season is in the northern hemisphere's summer/fall.

The currency used in Senegal is called Franc CFA (XOF). On 18 May 2016 the average exchange rate is 1 USD = 582.100 XOF. Many hotels, restaurants and businesses in Senegal accept the main international credit cards (Visa, MasterCard, American Express, etc.). It is also possible to withdraw cash from automatic telling machines found in all the major cities. The accommodation facilities are in general good and the choice is wide. It is possible to rent unfurnished and furnished accommodations from 450 to 2000 USD. UN Volunteers can also co-rent and share private accommodations, which must comply with Minimum Operating Residential Security Standards (MORSS). Transportation in town can be easily arranged through local taxis.

To enter Senegal, a valid passport is required. ECOWAS (Economic Community of West African States) nationals are not required an entry visa. Nationals of other countries may be required an entry visa or long stay visa. They should contact the closest Senegalese representation. Senegalese Embassies and consulates in various West African countries and in other parts of the world issue visas prior to travel.

The UNV Field Unit can provide assistance in booking temporary accommodation for the first nights at UN Volunteer expenses, which can be extended or not at UN Volunteer discretion until getting a permanent accommodation.

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.

A 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, while the PAM is 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, the PAM for May 2016 in Senegal is 38.5%, then the VLA will be US\$ 1,571 x 1.385 = US\$2,175.84. . Moreover, to complete the monthly VLA rate, a Family Allowance (FA) is added in function of the number of recognized dependents (or: in the amount of US\$ 250 if the UN Volunteer has 1 recognized dependent, and US\$ 450 if the UN Volunteer has 2 or more recognized dependents). In addition, 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. The VLA and WBD taken together form the net core entitlements.

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, under strict conditions, also in the event of a permanent reassignment to another duty station (duty stations can change in the course of an assignment based on operational necessity; UN Volunteers may be required to work anywhere in the area of operations of the host organization, including in remote locations). Life, health, permanent disability and malicious acts insurances are included, as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements as per the local MORSS), DSA payment for official travel, periodic home visit, final repatriation travel (except in the event of a resignation within the initial contract period), and resettlement allowance for satisfactory service.

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_SEN" 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_SEN".

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.

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