

## 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:** Communication and Media Specialist
4. **Link with UNV Strategic Framework:** Securing access to basic social services
5. **Duty Station, Country:** Kampala, Uganda
6. **Duration (in months):** 12 months
7. **Expected Starting Date:** February/ March 2017
8. **Host Agency/Host Institute:** UNDP
9. **Organizational Context/Project:** The requested volunteer will be situated in the Communications Unit of the United Nations Development Programme Kampala office, and will provide communications, presentation and media support to the Country Office, as well as implementing partners including government, donors and civil society.
10. **Description of tasks:**  
Under the direct supervision of the Country Director, the UN Volunteer will undertake the following tasks:

- Contribute to the development and implementation of Communications Strategy focusing on UNDP's global priorities in Uganda;
- Contribute to enhanced production and dissemination of communication and advocacy materials, including brochures, posters, pamphlets, and press releases as and when needed.
- Contribute to all aspects of media liaison and ensure that all communications with the media including releases, statements, speeches and social media activity, are coordinated and comply with the UNDP's standards, style and tone.
- Provide critical analysis and communication support to the Country Office to enhance production and dissemination of communication and advocacy materials, including brochures, annual illustrated report, posters, pamphlets, and press releases and other promotional materials as required.
- Organize events and help raise national awareness on the issues that UNDP advocates (including exhibitions, dialogues, report launches, competitions, concerts, etc.);
- Draft statements, speeches and press releases for the UNDP Representative/Country Director and other senior staff;
- Prepare media arrangements for the UNDP Representative at events and during the missions (involving local and national radio, television and newspapers);
- Assist in producing photo and info graphs on the implementation of the projects funded by UNDP and other donors;
- Regularly monitor and respond to media inquiries;
- Provide organizational and logistical support for field trips for donors and international and/or national media to UNDP program sites and report on the events and progress;
- Assist in organizing training workshops for implementing partners and journalists to sensitize and create awareness on UNDP's mandates and work in Uganda;
- Support the update and maintenance of a UNDP partner's database and other key relevant actors for the dissemination of UNDP's related news and content dissemination.
- Undertake regular news monitoring and analysis, focusing on areas of UNDP support and emerging ones.
- Support the preparation of content for UNDP Country Office's public website, Social Media (Twitter/Facebook/YouTube/Flickr) intranet, opinion and commentary pieces, blog articles, info graphs, data and photos.

#### **Resource Mobilization:**

- Harmonize and support Country Office initiatives to build new and strengthen existing partnerships with bilateral donors (including emerging markets), multilateral institutions (including UN agencies), International Financial Institutions and the private sector.

#### **In partnership with other UN Agencies:**

- Develop strategic partnerships and network with Communication Officers of UN system, key development partners, civil society organizations (including cultural and faith-based organization) and national and international media;
- Participate in UN Communication Group and contribute to identifying new and creative ways to show how UN programs are delivering results and promoting a coherent image of the UN and participate in developing a common UN Communication Strategy;

- Assist in producing UN themed newsletter/magazine and also participate in other common One UN advocacy and media campaigns.

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:

- UNDP Country Office presentations designed and customized to suit and appeal to specific niche audience and events
- Communication products produced to showcase UNDP's results and work in Uganda in its major pillars
- UNDP's website and social media accounts updated with new content on a weekly basis;
- UNDP's contact database of partners and stakeholders updated and expanded
- UNDP quarterly electronic newsletter produced and disseminated regularly and on time;
- Daily news monitoring undertaken with updates provided to staff regularly as well as analysis on specific events or emerging issues of interest to UNDP.

A final statement of achievements towards volunteerism for development within your host community.

## 12. Qualifications/Requirements (including competencies, values and skills):

- The applicants should have University degree, (preferably advanced degree) in social sciences, journalism, communications;
- Possess at least three (03) years of increasingly responsible experience in communications in social sector;
- Familiarity with communications approaches for planning, executing, and monitoring communications strategies;
- Knowledge of policies and program management in post crisis situations;
- A thorough understanding of the UN system in general, and especially UNFPA mandate, its policies and operations and current development topics and political issues in Uganda;
- Keen understanding of Uganda's culture, history and political contexts;

**A) Qualifications, skills, experience:**

**Degree level:** Bachelor's degree

**Type of Degree:** Social Science, Journalism or Communications

**Years of work experience:** 3 years

**Language (s):** English - Fluent oral and written

**Driving license required:** No

**Computer skills:** Fully competent in information systems skills, particularly in publications software (knowledge of the In-design software will be of added advantage).

- Good knowledge of communication and particularly media (traditional and social media) in a development context.
- Excellent oral and written communications and editing skills in English.

**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 relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups;

- Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

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

The UN Volunteer will be based in Kampala, the capital city of Uganda that is located at 1,200 metres (4,000 feet) above sea level with a pleasant climate all year round which is uniformly warm and moderately humid, and temperatures that range between 20 and 30 degrees Celsius. It is a family duty station that presents relatively good living conditions with adequate housing facilities (houses and apartments) readily available to rent, and with most of the economic and social amenities also available at affordable cost. Most commodities are available in 4 big Supermarkets and a wide variety of local markets that offer plenty of available fresh food stuffs of all kinds, and there are many restaurants for every taste and pocket. There are 3 international telecommunication systems (mobile telephony networks), easy access to internet and modern banking facilities. However, as a developing country, Uganda has developing infrastructure with common challenges like power cuts and water rationing. The city has good security but under UN Security system – Level Three of which all new staff undergo security briefing by United Nations Department of Safety and Security (UNDSS) who also provide elaborate security documents as well as regular security situation updates.

### **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, if the PAM for the current month in the country of assignment is 54.6%, then the VLA for that month and for that country will be  $US\$ 1,571 \times 1.546 = US\$ 2,429$ . 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\_VNM**" 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\_VNM**".

**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.