

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:** Communications and Media Officer
- 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:** UNFPA
- 9. Organizational Context/Project:**

UNFPA works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled. Since 1979, UNFPA has supported the Government of Uganda through 7 cycles of Country Programmes. The current 8th Country Programme is aligned with national priorities, as outlined in National Vision 2040, National Development Plan II (2015/2016-2019/2020), the United Nations Development Assistance Framework (2016-2020) and the UNFPA Strategic Plan 2014-2017, and contributes to harnessing the demographic dividend while taking into account the lessons learned from the previous country programme.

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Direct beneficiaries of the programme are women and young people, especially adolescent girls, and most at risk populations. Targeting especially districts with poor sexual reproductive health indicators, the programme will also address humanitarian preparedness and response.

10. Description of tasks:

Under the direct supervision of the Head of Unit, Communications, Resource Mobilization and Partnerships, the UN Volunteer will undertake the following tasks:

Within UNFPA:

- Contribute to the development and implementation of Communications Strategy focusing on UNFPA'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.
- Organize and attend events and help raise national awareness on the issues that UNFPA advocates for (e.g., international days, photo exhibitions drama festivals, song/poetry competitions, concerts, etc.);
- Develop and produce a regular UNFPA news bulletin;
- Contribute to UNFPA social media campaign together with programme staff and others;
- Produce photo and information materials on the implementation of the projects funded by donors;
- Edit various reports/proposals/studies, press releases, speeches to ensure quality, including its gender sensitivity and social inclusion issues for advocacy and fund-raising purposes;
- Give feedback on communication materials from UNFPA's implementing partners;
- Provide technical input to multi-media campaigns and the community dialogues integrated in the project.

Support to resource mobilization:

- Support UNFPA in developing targeted materials to support partnerships with bilateral donors (including emerging markets), multilateral institutions (including UN agencies), International Financial Institutions and the private sector.

Communications in Humanitarian Settings

- Support the UNFPA Humanitarian team and collaborate with other implementing partners working in emergencies in providing a coordinated response in humanitarian/emergency settings.

Partnerships:

- 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;

- Organize and undertake field trips for donors and international and/or national media to UNFPA program sites and report on the events and progress;
- Organize training workshops for implementing partners and journalists to sensitize and create awareness on UNFPA's mandates and work in Uganda;
- Any other tasks given by the UNFPA Representative.

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:

- Design and supervise production of communication materials
- 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: Master's degree

Type of Degree: Social sciences, journalism, communications;

Years of work experience: 3 years of increasingly responsible experience in communications in social sector;

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- Proven experience with regard to 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;

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).

- Keen understanding of Uganda’s culture, history and political contexts;

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

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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 x 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.

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