

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

JORR000328--Communications Specialist

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.

General Information

Country of Assignment	Jordan
Host Institute	United Nations Volunteers
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	6 months
workbench.possibility_of_extension	Yes
Expected Starting Date	Immediate
Duty Station	Amman [JOR]
Assignment Place	Family Duty Station

Assignment Place Remark

Living Conditions

Location: The Hashemite Kingdom of Jordan is strategically located in the Middle East covering a diversity of landscapes. Bound by Syria to the north, Iraq to the northeast, Saudi Arabia to the east and south, the Red Sea to the south and Israel and the Palestinian National Authority to the west.

Weather: The weather in Jordan is not too extreme. Summer is dry, with temperatures regularly reaching 35 degrees centigrade. The winter is colder with temperatures often dropping to freezing point. Amman is hot and sunny from May to October with cool, pleasant evenings, whereas winters are rainy with occasional short snowfalls.

Safety and Security: Jordan is a relatively stable country. The potentials for internal or external armed conflict are considered very unlikely in the current political environment. Peaceful demonstrations, and sometimes road blockages, do occur in Jordan motivated by domestic factors such as unemployment, deprivation of resources and development or for regional issues such as solidarity with

the Palestinian cause or with the Syrian crises. Most of these events are driven by civil society unions and Islamic parties. Domestic tribal civil unrest sometimes turning violent especially outside the main cities due to tribal dispute or socio-economic reasons. In all occasions law enforcement agencies usually manage to contain the situation. Road traffic accidents are the primary threat against UN personnel in Jordan. Poor road conditions and bad driving behaviours are the main reasons for the high rate for traffic accidents.

Amman is a category A duty station with security level 1.

Transportation: Taxis are abundant and readily available in Amman. Public minibuses are the most common form of public transport. They normally only leave when full, so waiting times of an hour or more are inevitable, especially in rural areas. The larger air-con buses offer a speedy and reliable service, departing according to a fixed schedule.

Health Services: Medical facilities are generally very good, particularly in Amman where there are several modern, well-equipped public and private hospitals. Almost all doctors (and most pharmacists) speak English; many have studied abroad.

Language: The official language of Jordan is Arabic, but English is widely spoken – especially in the cities. Many Jordanians have travelled or have been educated abroad so French, German, Italian and Spanish are also spoken, but to a lesser extent.

Assignment Details

Assignment Title Communications Specialist

Organizational Context & Project Description

The UNV Regional Offices (RO) provide oversight and strategic guidance to the UNV Field Units in their respective geographical assignments and are mainly accountable for the placement of UN Volunteers mobilized for UN Agencies, Funds, and Programmes focused on peace, development and humanitarian needs. Furthermore, the Regional Offices represent, and strategically position, UNV and bring UNV's services and solutions closer to its partners from governments, UN entities, civil society and private sector. The Regional Offices also lead in scoping and delivering UNV's advisory service offer on volunteer infrastructure.

Reporting to the Manager, Regional Office Arab States, Europe and CIS, based in Amman, Jordan, and with the technical guidance and supervision of the Communications Specialist, based in Bonn, Germany, the Communications Specialist is responsible for elaborating a regional communications work plan and calendar, standard operating procedures, proposing tools for content research and production in the regional context, development and maintenance of online presence, and support to outreach efforts and campaigns in the Field Units assigned to the Regional Office, including training of Field Units. He/she closely coordinates his/her work with the Communications team at UNV headquarters.

Sustainable Development Goals 17. Partnerships For the Goals

UNV Focus Area Securing access to basic social services

Task description

Under the direct supervision of Manager, Regional Office , the UN Volunteer will undertake the following tasks:

Development of a communications work plan and calendar:

- In consultation with regional and country colleagues, and with technical support from the Communications Specialist at UNV headquarters, develop and propose a communications work-plan and calendar in line

with regional priorities, with a focus on web content and social media;

- Develop realistic communications and advocacy workplans for the years 2018 and 2019;
- Develop user friendly communication tools for the systematic collection of materials and stories;
- Provide support and training to personnel of the Regional Office, in particular to communication associates based in Istanbul and Amman;
- Provide guidance and training to Field Unit personnel, in the form of webinars, one-on-one calls, training on the job.

Content research and production:

- Research volunteer initiatives and experiences in the region for all communications purposes, in coordination with the Field Units and Communication Associate in Istanbul;
Coordinate content production with the Communications team at UNV headquarters and Communications Associate in Istanbul;
Prepare up-to-date information, articles, and publishing content based on corporate, regional and field unit's priorities;
Maintain style and brand editorial standards in online and print materials, multimedia, social platforms and other communications tools;
- Manage content for social media platforms in the region, monitor conversations and comments, and keep track of social media analytics;
- Edit and publish online content and convey key messages to target audiences on the web.

Support content quality and coordination for all communication tools:

Ensure correct use of brand for online and print materials and tools produced by the Field Units in the region;

Implement tools and processes for Field Units to submit content for corporate communications purposes in cooperation with the Communication Associate in Istanbul;

Work with partner UN agencies and other partners at the regional level for the publishing of information on UNV to ensure consistency of content and editorial products;

- Arrange for the translation of materials when required, ensuring brand and quality of such materials;
Guide personnel in the Regional Office and Field Units on communications formats, design, photography, video and promotional items.

Support in online and print marketing, outreach and campaigns:

Support Field Units in the region in the preparation of media tools and messaging in preparation of the International Volunteers Day (IVD);

Liaise with Field Units and external partners to ensure continued support during the International Volunteers Day (IVD) and other corporate events;

Collect and analyse data and feedback for final reporting on events;

Support Field Units and Communication Associate in Istanbul in the development of online and print materials for the promotion of outreach events and campaigns;

Develop/adapt standard PowerPoint, video and Prezi presentations on UNV's offerings and modalities;

Promote field level UNV activities and volunteer success stories through mass media, social media networks and printed editions in cooperation with the RO, UNDP and UNV presence in the fields;

Support UNV outreach in the fields with advice and guidance on communications in cooperation with UNDP, RO and UNV field presence;

Assist with regular communication flows on promotion and advocacy for the UNV modality and volunteerism for peace and development with the focus on SDGs, in cooperation with UNDP, RO and UNV presence in the fields;

Support outreach initiatives to raise visibility and media interest in the work of UNV and the contributions made by UN Volunteers.

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.

Results/Expected Outputs

A communications workplan and calendar 2018 and 2019 are developed;
 The social media accounts for the Regional Office are created and maintained;
 A minimum of 5 articles/stories are published on a monthly basis, including on UNV global and regional social media, UNDP regional newsletter etc;
 News and information is provided on a weekly basis for Regional and global communications;
 Field Units in Europe and CIS are trained, guided and equipped to maximise the use of social media, along with text and visual assets, at country level for increased outreach and to produce their own news article and stories;
 Press releases are prepared for each major event UNV is co-organizing in Arab States, Europe and CIS;
 At least 4 partner agencies include information or stories relevant to UNV in their publications.

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, 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 peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

Training in editing/writing/publishing;
 University degree in journalism or communication, or related field.

Required experience 36 months

Experience Remark

Minimum 3 years of relevant experience; experience in web content editing/publishing highly desirable.

Language Skills

- English (Mandatory) , Level - Fluent

Area of Expertise

- Other communications related experience Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Communication
- Creativity
- Leadership
- Managing Performance
- Planning and Organizing
- Technological Awareness

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service for International Specialist:

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN 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).

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\$ 1,602. 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, kindly enter the link [Calculator](#)

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.

Application Code

JORR000328-2534

Application procedure

** Not yet registered in the UNV Talent Pool?*

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

** Already registered in the UNV Talent Pool?*

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

Application deadline: 27th March 2018

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.