

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

UKRR000236--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	Ukraine
Host Institute	United Nations Children's Fund
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Kiev [UKR]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

Ukraine has reasonable health, education and transportation facilities. Ukraine has population of 44 million and area of 603,628 km², making it the largest country entirely within Europe. Ukraine has a mostly temperate continental climate.

Before arriving to the Duty Station in, UN Volunteer should obtain entry ("D-1" type) visa to Ukraine for subsequent accreditation with MFA to reside and work with UN organization in Ukraine. Initial entry visa can be issued by the Diplomatic Mission or the Consulate General of Ukraine. It cannot be issued upon arrival or within Ukraine. MFA accreditation will be arranged by the office upon arrival at the Duty Station as per applicable MFA regulations.

Assignment Details

Assignment Title	Communications Specialist
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A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

Organizational Context & Project Description

The requested UNV will be situated in the Communications section and report to the Communications Chief of Section. He/she will work in close cooperation with the WASH programme section and will provide communications support in particular to the WASH programme, which is mainly funded by the German Government.

Sustainable Development Goals

1. No poverty

UNV Focus Area

Securing access to basic social services

Task description

Under the direct supervision of the Chief, Communication and in close collaboration with the WASH Chief of Section, the UN Volunteer will undertake the following tasks:

- Contribute to the development of a Communications strategy for the WASH related component of the UNICEF programme in Ukraine;
- Contribute to enhanced production and dissemination of communications and advocacy material, including brochures, human stories, infographics, pamphlets and press releases as and when needed, in English and German language;
- Organize events and help raise national awareness on WASH related programme results and challenges;
- Prepare statements and talking points for events and missions, as required;
- Provide assistance to field missions with donors and international and/or national media;
- Contribute to the preparations of annual reports, donor reports, and project proposals;
- Undertake regular monitoring visits in Eastern Ukraine;
- Provide support to other programmes as needed.

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- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- 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

- Communication strategy on WASH is finalized;
- Communication products developed to showcase UNICEF WASH results and work in Ukraine;
- Inputs provided to reports and donor reports featuring the country programme achievements;
- 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);
- 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

- 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

Master degree or equivalent

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Education - Additional Comments

Social Science, Journalism or Communications

Required experience

36 months

Experience Remark**Language Skills**

- English (Mandatory) , Level - Fluent
- AND - German (Mandatory) , Level - Fluent
- AND - Russian (Optional) , Level - Working Knowledge

Area of Expertise

- Public information and reporting Mandatory

Area of Expertise Requirement**Need Driving Licence**

No

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](#)

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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

UKRR000236-2494

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: 29 June 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.