

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SEN000327--Strategic Communication and Knowledge Management Officer

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	Senegal
Host Institute	United Nations Volunteers
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 Months
Duty Station	Dakar
Assignment Place	Family Duty Station
Assignment Place Remark	
Family assignment	

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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.

Assignment Details

Assignment Title Strategic Communication and Knowledge Management Officer

Organizational Context & Project Description

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 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.

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Additionally, the rationale for having UNV regional presence based at the UNDP Regional Service Centres^[1] (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).

^[1] Dakar, Panama, Bangkok

Sustainable Development Goals 17. Partnerships For the Goals

UNV Focus Area National capacity development via volunteer schemes

Task description

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

Support to the UNV Regional Office

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 in line with UNV priorities.

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

Support to UNV Field Unit in Senegal

Support the preparation of the briefing material for the new Volunteers;

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- Create and maintain a photo gallery/ library of the United Nations Volunteers assigned to Senegal;
- Provide technical support to the UNV Field Unit in collecting data and capitalizing on lessons learned, best practices, success stories; collect interviews (written or video) and articles on the contribution of Volunteers;
- Support UNV in Senegal presence in social media;
- Contribute to the UN Communications group, including participation in meetings and support in developing actions, tools and campaigns;
- Support the activities of the International Volunteer Day and the National Volunteering Week;
- Participate in the communication task force of the National Committee for the Coordination and Promotion of Volunteering (CNCVP); and contribute to the writing of CNCVP newsletter;

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

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

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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

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- 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

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

Years of Required Work Experience 36 months

Experience Description

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 Skills

- French (Mandatory), Level - Fluent
- AND - English (Mandatory), Level - Fluent

DoA Expertise

- Journalism, mass media and broadcasting (Mandatory)
- Knowledge management, archiving and documentation (Mandatory)
- Other communications related experience (Optional)

Additional Requirements for Area of Expertise

- 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

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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.
- 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.

Need Driving Licence No

Competencies & Values

- Accountability
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Working in Teams

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\$ 1,587. 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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