

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

UGAR000568--Communication and Media 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	Uganda
Host Institute	United Nations Development Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 Months
Duty Station	Kampala
Assignment Place	Family Duty Station

Assignment Place Remark

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.

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Assignment Details

Assignment Title Communication and Media Specialist

Organizational Context & Project Description

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.

Sustainable Development Goals 17. Partnerships For the Goals

UNV Focus Area Securing access to basic social services

Task description

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;

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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.

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

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

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.

- 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 dur-

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ing 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

Social sciences, journalism or communications

Years of Required Work Experience 36 months

Experience Description

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;

Language Skills

- English (Mandatory), Level - Fluent

DoA Expertise

- Public information and reporting (Mandatory)
- Other communications related experience (Mandatory)

Additional Requirements for Area of Expertise

- **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.
- 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;

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Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- 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](#)

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

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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 UGAR000568-2096

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.

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 under *Japan Trust Fund*, you are not eligible to apply. If you are a former *Japan Overseas Cooperation Volunteer* (JICA-JOCV) and eligible to apply for JICA funded UN Volunteer assignments, you are not eligible to apply for this assignment funded by the Government of Japan.

Application deadline: 16th June 2017.

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.

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