

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CODR000881--UNV 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

<b>Country of Assignment</b>	Democratic Republic of Congo
<b>Host Institute</b>	United Nations Children's Fund
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Goma [COD]
<b>Assignment Place</b>	Non-Family Duty station
<b>Assignment Place Remark</b>	

### Living Conditions

The Democratic Republic of Congo is the third largest country in Africa, and as a result is quite diverse. Living conditions therefore vary between duty stations, with all usual amenities present in the capital Kinshasa, but only very basic conditions in remote duty stations in the provinces, where, for instance, there may be no guarantee of public power supply nor running water. The ability to live and work in difficult and harsh conditions of developing countries is essential. This position is located in Goma. Goma is the capital city of the North Kivu province, one of the eastern part of DRC. Currently Goma is a non-family Duty station and classified hardship D. The UN Volunteer will have to provide for their own accommodation, with respect to UNDSS security standards. Normal to good housing is available. The security situation is at the moment relatively stable in the city (level 2 in the UNDSS categorization), but a 1 am curfew is in place for all UN agencies. Basic to slightly advanced health facilities are available. They are provided by the UN Clinic located in the MONUSCO premises and other local hospital. Access to better facilities is possible in Rwanda which is easily reachable through the Border in Town. The UN Volunteer will have to provide for their own accommodation, with respect to UNDSS security standards. While normal to good housing is available, UN Volunteers may agree with others to share a house or an apartment so as to lower their cost. The security situation is quite stable at the moment. Basic to slightly

advanced health facilities are available in Kinshasa. Also, there is a UN Clinic accessible by UN staff members. When in Kinshasa for the briefing (prior to deployment to duty station in Goma) or when settled in, it's advised to UN Volunteers, to contact their Embassy of Consular Representation of their countries in DRC to inform them about their assignment in DRC (type of assignment and duration). The DRC currency is the Congolese Franc (FC). However, US dollars is accepted in local markets including all large and small scale commercial transactions in DRC. Therefore, UN Volunteers are advised to travel with more US dollar than any other currency. It should be noted, however, that the Euro can be converted locally into US dollar by banks. It may be impossible to exchange traveller's checks away from the cities of DR Congo. Also, credit cards are not accepted in towns (neither in super market, nor in hotels) such as Goma and the majority of DRC, except Kinshasa, the capital city. Once deployed, and when travelling by air within DRC for official business, UN Volunteers, as all other UN staff members, are requested to use exclusively the MONUSCO flights, the United Nations humanitarian Air service flights (UNHAS) and the DRC national company (Congo Airways).

# Assignment Details

**Assignment Title** UNV Communications Specialist

## Organizational Context & Project Description

For 70 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF believes that all children have a right to survive, thrive and fulfil their potential – to the benefit of a better world. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

The UNICEF Goma office is in the North Kivu Province in the East of the Democratic Republic of Congo (DRC). The office is composed of about 40 people (permanent staff, fixed terms staff, temporary staff, consultants, and volunteers). The province is classified by UNICEF in "D" hardship classification, because of the emergency situation and the overall level of insecurity (existence of active armed groups, cholera, Ebola, COVID-19, natural disasters (Niyragongo volcano, earthquake, floods ...)). The UNICEF Goma Office is a non-family duty station.

The objectives of the Communication, Advocacy and Partnerships (CAP) section in DRC are:

- Promote UNICEF's visibility in the realization of children's rights, especially for the most vulnerable children;
- Ensure a strategic link between organizational priorities, communications content, dissemination and engagement strategies;
- Demonstrate how UNICEF, with its partners, is making a difference for children;
- Establish partnerships with the private sector that contribute to the promotion and realization of children's rights in line with the priorities established by the Government of DRC and UNICEF Country Programme for the period 2020-2024.

**Sustainable Development Goals** 17. Partnerships For the Goals

## Task description

Within the delegated authority and under the supervision of the Communication Specialist based in Goma and in close collaboration with all programme sections, the UN Volunteer Communications Specialist will undertake the following tasks:

*General public communications activities:*

- Produce high-quality communication documents in French and English;
- Research, draft and edit communication materials (articles, press releases, human interest stories, fact sheets and others) for both traditional and modern media for advocacy, social mobilization and resource mobilization activities; contribute to the qualitative aspects of production (e.g. translation, graphic design);
- Work on the appropriate and timely dissemination of advocacy and communication materials to target audiences, and participate in the evaluation of their impact;
- Help in the planning and organizing as well as generating public support for special events and activities to promote country programme goals;
- Monitor the public perception of UNICEF in the country; recommend appropriate action to maintain a positive image for the

organization; evaluate the appropriate and timely dissemination of advocacy and communication materials to target audiences; and participate in the evaluation of their impact;

- Develop close collaboration with mass media through activities such as organizing visits to project sites, facilitating photo coverage and TV footage, and utilizing both web-based and traditional media as appropriate to generate and maintain public interest in children's issues and tell the story of UNICEF's cooperation to a wider audience;
- Assist in identifying and obtaining feature stories and other material to facilitate advocacy and fund-raising activities;
- Assist in the development of work plans that are consistent with UNICEF communications strategies, goals, objectives and activities; monitor compliance and provide support and guidance to ensure objectives are met, including performance planning, monitoring and appraisal; plan and monitor the use of communication budgetary resources;

*Advocacy support:*

- Provide internal office support to programme staff on the production of quality advocacy, information and communication materials to strengthen programme visibility;
- Participate in global advocacy activities by planning visits of goodwill ambassadors, National Committee representatives and Executive Board members, including preparation of information materials (e.g. press releases, programme summaries, country fact sheets and media kits) and necessary logistic arrangements;
- Take responsibility where required to adapt and disseminate advocacy materials from the Country Office, NY HQ, Geneva HQ and the respective Regional Office to identified target audiences, arranging translation into local language(s) as necessary; identify the need for additional materials/activities, such as radio and television programmes, publications, photographs, websites, etc., to advocate and promote organizational goals within the country, and manage their production and distribution to the target audiences;
- Develop partnerships with individuals, groups and organizations whose support is essential to the achievement of advocacy and communication objectives (i.e. media), and strengthen their capacity through appropriate advocacy and communication training, access to updated information, supplies and equipment and through experience-sharing.

*Communication support:*

- Support the Communication team in its day-to-day activities, including but not limited to, contributing to outreach through organizing events and setting up activities (retreats, meetings and task forces);
- As required, prepare background communication and advocacy materials for briefings and visits of media, goodwill ambassadors, donors, national committee representatives and other special interest groups;
- Ensure quality, consistency, accuracy and ethics of all communication tools and materials (press releases, videos, social media posts, Human Interest Stories, SitRep, Blog articles, Reports, etc.);
- Ensure language quality in English and French of all communication tools and materials.

*Children's engagement support*

- Accompany the Child Reporters and members of the Goma Children's Committee in their work of producing written and audio materials, and in organizing advocacy activities;

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- 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 self-reports on UN Volunteer actions, results and opportunities.
- 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.

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

- As an active UNICEF team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNICEF, its strategic communications and partnerships results for children, and all of its beneficiaries in the accomplishment of her/his functions, including:
  - High-quality communication documents in English and French are produced and made available;
  - The Child Reporters and members of the Goma Children's Committee are accompanied in their work of producing written and audio materials, and in organizing advocacy activities;
  - Develop and maintain close collaboration with mass media, groups and organizations whose support is critical to achieving advocacy and communication objectives;
  - Support the implementation of the communication and advocacy strategy to raise awareness of children and women's issues and build political will in support of UNICEF's mission and goals;
  - Provide 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** Bachelor degree or equivalent

### Education - Additional Comments

Communications, Journalism, Public Relations, or similar field; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree

**Required experience** 36 months

### Experience Remark

minimum 3 years of professional work experience at the national and/or international level in communication, print and broadcast media, interactive digital media, public information, or other relevant programmes; experience with peacebuilding or child-focused programming in conflict-affected countries is an asset, as is experience working in the UN or other international development organization;

### Language

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

### Area of Expertise

- Public information and reporting Mandatory
- Journalism, mass media and broadcasting Mandatory
- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Mandatory

### Area of Expertise Requirement

- Communication strategy implementation and monitoring;
- Excellent writing abilities in French;
- Media liaison.

The incumbent must be a dynamic, multi-functional person, who supports UNICEF with professionalism, dedication and client orientation, and who must be willing both to work on programmatic/substantive aspects and to provide operational/logistical services. The following qualifications are required:

- Excellent writing skills in French and proven experience in writing for different target audiences;
- Good level of written and spoken English;
- Ability to work under tight deadlines, multi-task and work effectively under pressure and in a proactive manner;
- Ability to work in an international and multicultural environment;
- Ability to build and maintain partnerships with UNICEF's partners (government, implementing partners, private sector, other UN agencies, etc) and excellent working relationships with colleagues across all UNICEF's sections in the DRC;
- Willingness to travel within Eastern DRC, often in uncomfortable conditions;
- Experience of working in emergency settings is an asset.

### Need Driving Licence

No

## Conditions of Service and other information

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### Condition of Service

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

### Conditions of Service for International Specialist:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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\$ 1,682. 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 UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

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.

### **Supervision, induction and duty of care of UN Volunteers** ([Roles and Responsibilities of Host Entity](#))

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;



- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme;
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

**Application Code** CODR000881-10540

#### 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:** 21-09-2021

**doa.apply\_url** <https://vmam.unv.org/candidate/show-doa/Q09EUjAwMDg4MQ==>

#### 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.*