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: Gabon
Host Institute: Resident Coordinator Office
Volunteer Category: International Youth
Number of Volunteer: 1
Duration: 12 months
Expected Starting Date: 01-02-2022
Duty Station: Libreville [GAB]
Assignment Place: Family Duty Station

Assignment Place Remark
This is a UN Youth Volunteer assignment and eligible candidates must be between 18 and 29 years of age throughout the assignment.

Living Conditions

Gabon is an Upper Middle-Income Country, with comfortable living conditions for expatriate workers. The SDG Index and Dashboards 2017 report, produced by Sustainable Development Solutions Network and the Bertelsmann Stiftung assessed Gabon as being in first place within Sub-Saharan Africa with respect to progress towards the SDGs. Living conditions in Gabon contrast with the living conditions of populations. Unemployment, particularly among young people, remains high and the cost of living is quite high compared to other countries in the sub region. Food imports provide most of the coverage of people's needs in large cities. The UN Volunteer will be based in Libreville where we can move freely. Food and non-food
amenities are available. Medical facilities are available although quality is not always guaranteed. Housing is quite expensive and is subject to the prior approval of the Department of Security.

Assignment Details

Assignment Title
Content Designer and Communication Associate

Organizational Context & Project Description
In the framework of the coordination and implementation of the joint programming of the United Nations System in Gabon, the Office of the Resident Coordinator wishes to expand digital communication across the UN system in Gabon, through the creation of audiovisual, photographic and digital content on SDGs and the UN 2030 Agenda. To this end, it is planned to strengthen the communications team of the Office of the Resident Coordinator by recruiting a Content Designer/Communication Specialist who already has some practical experience in the development of audiovisual, photographic and digital content. The UNV will work closely with various agencies part of the UN Country Team and with partners to produce content on programmes and projects implemented to accelerate progress toward achievement of the SDGs across different thematic areas.

Sustainable Development Goals
17. Partnerships For the Goals

Task description
Under the direct supervision of UNRCO Communication Expert and overall guidance of the RCO head of office and the UN Resident Coordinator, the UN Youth Volunteer will undertake the following tasks:

Support and assist the UNRCO Communication Expert with designing and producing creative audio-visual content based on data and evidence.
Support the UNRCO Communication Expert on sensitization and strategic communication with the media.
Assist in the creation and implementation of targeted communication strategies together with UN agencies aimed at sensitizing and raising awareness of strategic partners including national authorities, civil society, donors and private sector on SDGs and the UN’s 2030 agenda.
Assist with convening and facilitating the UN Communications Group with implementation of the joint UN Communication Strategy and annual workplan.
Promote resident UN agencies’ capacity in the use innovative and impactful audio-visual strategies, methods and tools.
Raise awareness of UN Gabon’s activities and objectives amongst different target groups and the wider national, regional, and global public.

Any other tasks with regards to day-to-day operational needs.

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

Production and design of audio-visual and graphic content using data and evidence with a strong focus— but not limited to— audio-visual content creation linked to UN Gabon’s 2021 annual report, and the UNSCF.

Content programming and animation on social networks.
- 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**

*Bachelor's degree* (Master's degree preferred) in digital communication, web design and/or community management.
Interest in and practical work experience with social media, communication and community mobilization on issues pertaining to SDGs.
Previous training in the use of the following software: Photoshop, Illustrator, InDesign 3D Studio Max, or other technical CAD software.
Experience with creation of audiovisual, photographic and digital content.
Ability to analyze, interpret and graphically present data a major plus.
A strong interest in and understanding of international development issues and the role of the UN, would be highly regarded.

**Required experience**
0 months

**Experience Remark**

preferably 1-2 years of experience

Volunteer is committed to continuous learning with regards technical skills and gain work experience in a UN system agency.
Able to learn to work in a team and under pressure and to follow the guidance and supervision of the Office's Communication Expert in the design of posters, mock-ups, brochures, flyers or other materials for awareness raising and mass communication.

**Language**

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

**Area of Expertise**

- Other development programme/project experience Mandatory

**Area of Expertise Requirement**

**Learning Expectations**

Learning and development are a central part of the UN Youth Volunteer’s assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer’s skills and competences, improve the quality of the assignment and keep the volunteer’s motivation high.

Learning elements for the UN Youth Volunteer include the development of:

- Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.
- Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.
- Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer’s assignment. The host agency will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

**Need Driving Licence**
No
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.

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
A UN Volunteer receives a Volunteer Living Allowance (VLA) per month and 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 (choose from the drop down menu the appropriate rate here): US$1,346. The VLA base rate is a global rate, while the PAM is 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 also 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 the final repatriation travel (if applicable). A 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  GABR000061-10585

Application procedure

Prerequisites

This assignment is funded by the Government of the Republic of Ireland, therefore only the following are eligible to apply: Irish citizen or a European Economic Area national with an unrestricted right to reside in Ireland or have a declaration of refugee status from the Minister for Justice and Law Reform.

This is a UN Youth Volunteer assignment and eligible candidates must be between 18 and 29 years of age throughout the assignment.

Selection process

Only shortlisted candidates will be contacted. The selection will be done by the UN Host Entity at the level of the country of assignment, via competency-based interviews held via skype or telephone.

Selected candidates will be invited to an assignment preparation training.

How to apply

Please apply via the link below. You can then either log in if you already have an account or register via ‘Candidate Signup’.

You may apply to a maximum of three assignments per advertisement and indicate your order of preference in the ‘Additional Remarks’ section of your profile.

Application deadline: 29 September 2021

doa.apply_url  https://vmam.unv.org//candidate/show-doa/R0FCUjAwMDA2MQ==

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.