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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Guatemala</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>Resident Coordinator Office</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>3 months</td>
</tr>
<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>01-10-2021</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Guatemala City [GTM]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

Living Conditions

Guatemala City is the capital of Guatemala. It is categorized as a United Nations family duty station, hardship category A. To learn more about hardship category ratings, visit https://icsc.un.org/Home/DataMobility.

This location is classified as Cwb (Dry-winter subtropical highland climate) by Köppen and Geiger. Temperatures average 19.4 °C | 66.9 °F. Official language is Spanish and is spoken in Guatemala City. The two other official languages are Xinka and Garifuna. Over 40 percent of Guatemalans are indigenous.

Much of Guatemala City is safe during the day. The city is subdivided into Zones, which resemble neighbourhoods or administrative districts in other countries. Zone 14, where the United Nations’ offices are located, is safe. Zone 10, where most businesses and hospitality industry are found, is also among the safe areas. It is not recommended to walk alone after dark as some areas or zones can get dangerous. Uber is widely used for transportation and the usual safety precautions apply. Most crime consists of theft.
of cell phone and laptops. It is advisable not to flaunt them in public.

Guatemala City offers banking, transportation, health, and communications services, which are easy to obtain. Credit cards are widely used and accepted. There are numerous shopping malls, restaurants, gyms and cinemas. A large variety of accommodation options can be found. Road network is good both in terms of spread and quality. Traffic, however, can be overwhelming. It is advised to live near the UN Office in Zone 14.

The UN Volunteer will be responsible for arranging his/her own housing and other living essentials. Note that in the current time of limited mobility on account of COVID-19, the UNV would be expected to start with home/telecommuting. This may change, however, by the expected start date of August 2021. Telecommuting situation will be reassessed and revised in line with the national laws and policies as well as the United Nations staff rules and regulations.

Assignment Details

Assignment Title
Communications, Multimedia, Social Media Associate

Organizational Context & Project Description
Secretary-General’s global reform agenda launched on 1 January 2019, in response to General Assembly resolution 71/243, repositions the UN Development System to deliver on the 2030 Agenda for Sustainable Development in a way to leave no one behind. Central to this process, and as further mandated by General Assembly resolution 72/279, a new generation of UN Resident Coordinator Offices are being strengthened under the leadership of an empowered UN Resident Coordinator, the highest-ranking representative of the UN Development System at the country level, which is represented by several United Nations agencies, funds and programmes. RCO works to implement the said reform supporting the coordination of cohesive UN work in Guatemala towards the implementation of the 2030 Agenda for Sustainable Development and the implementation of the Convention on the Rights of the Persons with Disability (CRPD).

Sustainable Development Goals
10. Reduced Inequalities

Task description
Under the direct supervision of [the Communications and Advocacy Officer], the UN Volunteer will undertake the following tasks:

- Design, verify, enhance accessibility of all UNRPD, DIS and other RCO coordinated projects and activities
- Assist in the planning and implementation of the public information and public awareness activities.
- Ensure the presence of UN activities in Guatemala through the website run by the office, and social media accounts in Facebook, Twitter, Flickr, You Tube, etc.; organize social media campaigns
- Upload and update content on the website of the United Nations in Guatemala
- Contribute to the production of information material for public awareness campaigns and for the preparation of in-house bulletins, newsletters and information kits; liaise with printers concerning brochures and publications published by the office.
- Assist in drafting and editing articles, press releases, feature stories and other advocacy and information materials for both web-based and traditional media.
- Monitor national, regional and international media and keep the office informed on the vital developments and issues, which can be of relevance to UN in Guatemala.
- Maintain data base of contacts (including media, NGO and government partners, interagency programs) and news clippings; maintain an up-to-date filing system and library.
- Classify and maintain adequate stock of UN in Guatemala visibility materials.
- Perform other duties as required by supervisor and the Head of Office
- Draft posts for UN social media (Facebook/Instagram/Twitter/Flickr), according to the most recent trends, using variety of digital tools
- Prepare monthly reports of social media and website statistics
- Plan news flow and UN editorial calendar
- Edit photos and videos 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

- 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

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Technical/Vocational diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education - Additional Comments</td>
<td></td>
</tr>
<tr>
<td>Communications Journalism, Marketing, Social media analytics, multimedia/graphic design.</td>
<td></td>
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<tr>
<td>Required experience</td>
<td>24 months</td>
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<tr>
<td>Experience Remark</td>
<td></td>
</tr>
<tr>
<td>Social Media, Analytics and Website Master</td>
<td></td>
</tr>
<tr>
<td>Language</td>
<td></td>
</tr>
<tr>
<td>• Spanish (Mandatory), Level - Fluent</td>
<td></td>
</tr>
<tr>
<td>• AND - English (Mandatory), Level - Working Knowledge</td>
<td></td>
</tr>
<tr>
<td>Area of Expertise</td>
<td></td>
</tr>
<tr>
<td>• Other communications related experience Mandatory</td>
<td></td>
</tr>
<tr>
<td>• Journalism, mass media and broadcasting Mandatory</td>
<td></td>
</tr>
<tr>
<td>• Web and graphic design Mandatory</td>
<td></td>
</tr>
<tr>
<td>Area of Expertise Requirement</td>
<td></td>
</tr>
<tr>
<td>Need Driving Licence</td>
<td>No</td>
</tr>
</tbody>
</table>

Conditions of Service and other information

| Condition of Service | Click here to view Conditions of Service |

We are inspiration in action

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


The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

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 and official processes;

- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;

We are inspiration in action

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

- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;

- 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
GTMR000168-10354

Application procedure

¿Aún no se ha registrado en la reserva de candidatos de VNU?
Por favor, primero registre su perfil en https://vmam.unv.org/candidate/signup. Importante: Después de crear su cuenta, complete todas las secciones de su perfil y envíelo. Luego diríjase a “Mi Página” a través del siguiente enlace https://vmam.unv.org/candidate/mypage y seleccione la opción de “reclutamiento especial”. Finalmente seleccione el reclutamiento especial al cual usted desea aplicar.

¿Ya se encuentra registrada/o en la reserva de candidatos de VNU?

Solo candidatos/as con discapacidad son elegibles para postularse en esta asignación. Si es preseleccionado/a para esta oportunidad, se le pedirá una copia de un documento oficial que confirme que tiene una discapacidad de un médico de cabecera o de una organización de personas con discapacidad.

Fecha límite para postularse: 12 Septiembre 2021 a las 23:59 hrs., Horario de Alemania

doa.apply_url https://vmam.unv.org//candidate/show-doa/R1RNujAwMDE2OA==

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.