

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

LBNR000470--Communication for Development 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	Lebanon
Host Institute	United Nations Children's Fund
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	01-09-2021
Duty Station	Beirut [LBN]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. This position is based in is based in Lebanon Beirut with travel to UNICEF field offices within Lebanon when needed. National UN Volunteers are part of the malicious insurance plan. National UN Volunteers are expected to be culturally sensitive and adjust to the prevailing culture and traditions.

Assignment Details

Assignment Title	Communication for Development Officer
-------------------------	---------------------------------------

T. +49 (0) 228-815 2000
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

We are inspiration in action

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

Organizational Context & Project Description

Under the supervision and guidance of the Chief Communication for Development (C4D), the UN Volunteer will provide technical and operational support to the C4D Specialist and internal colleagues by administering, implementing, monitoring and/or evaluating a variety of C4D initiatives and activities to promote community engagement which will include participation, measurable behavioral and social change/mobilization that would require the application of technical and theoretical skills, thorough knowledge of organizational goals, rules, regulations, policies and procedures to complete tasks

Sustainable Development Goals

11. Sustainable Cities and Communities

Task description

Within the delegated authority and under the supervision of Communication for Development (C4D) Specialist or his/her designated mandated representative(s), the UN Volunteer Communication for Development Officer will:

Support the strategy design and development of C4D activities

- Conduct research, and/or participate in conducting comprehensive C4D situation analysis of social, communication, cultural, economic and political issues in the country. Collect and synthesize qualitative and quantitative information and data to support the establishment of comprehensive and evidence-based information for developing and planning the C4D component of the Country Program of Cooperation;
- Collect, synthesize, draft and/or organize materials and related documentations for evidence-based C4D strategies and plans to ensure optimum impact, scale and sustainability of achievements/results. Assess, select and/or recommend appropriate information and materials for C4D initiatives verifying accuracy and quality for dissemination;
- Monitor and assess the impact of C4D strategies and activities on the CO and UNICEF goals to achieve measurable behavioral and social change resulting in the improvement of children's rights and wellbeing. Submit qualitative report/synthesis of results for development planning and improvement.
- **Support to the implementation of C4D activities**
 - Collaborate and/or consult with internal and external partners to provide operational and technical support to research, develop, and produce evidence-based strategies and test, produce and use quality C4D materials and/or organize events and activities to ensure community engagement and participation, and maximum outreach and impact on behavioral and social change;
 - Provide technical, administrative and logistical support and background materials to carry out C4D strategies and activities and recommend operational strategies, approaches, plans, methods and procedures to ensure community engagement and participation, and optimum outreach and impact. Assess and recommend potential contacts, networks, resources and multiple/social/digital media and tools to support maximum impact and outreach of C4D initiatives.
 - Follow up and monitor the production of C4D materials to ensure technical quality, consistency and relevancy of communications materials that are developed, produced and disseminated to target audience (e.g. individuals, communities, government officials, partners, media etc);
 - Collect, assess and organize information for budget planning and management of program funds and prepare documentations and related materials for financial plan for C4D initiatives. Monitor/track the use of resources as planned and verify compliance with organizational guidelines, rules and regulations and standards of ethics and transparency.
- **Advocacy, networking and partnership building**
 - Build and maintain partnerships through networking and proactive collaboration with national and international civil society organisations, community groups, leaders and other critical partners in the community and civil society to reinforce cooperation through engagement, empowerment and self-determination and to pursue opportunities for greater advocacy to promote UNICEF mission and goals for child rights, social equity and inclusiveness;
 - Collaborate with internal global/regional communication partners to harmonize, link and/or coordinate messaging to enhance C4D outreach and contribution to programmatic outcomes.
- **Innovation, knowledge management and capacity building**
 - Institutionalize/share best practices and knowledge learned/products with global/local partners and stakeholders to build capacity of practitioners/users, and disseminate products to key audiences including partners and donors;
 - Support the organization, administration and implement capacity building initiatives, including partnerships with training and

academic institutions, to enhance the competencies of clients/stakeholders/partners across programme sectors in C4D planning, implementation and evaluation in support of programs/projects. Develop training materials for training activities, and revise and update them as necessary.

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 and its beneficiaries in the accomplishment of her/his functions, including:
 - The efficient and effective technical, administrative and operational support provided to the development and implementation of C4D advocacy initiatives and products directly impact on the ability of UNICEF to promote social, political and economic action and changes in behaviors, social attitudes, beliefs and actions by communities, individuals and society on children's right, survival and wellbeing;
- 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

A University Degree in social and behavioral science, sociology, anthropology, psychology, education, communication, public relations or other related social science field is required.

Required experience 24 months

Experience Remark

- A minimum of 2 years of professional experience in areas of social development program planning, communications and public advocacy or related areas at the international and/or large organization some of which preferably were served in a developing country is required;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Have affinity with or interest in Communication for Development, volunteerism as a mechanism for durable development, and the UN System.

Language

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

Area of Expertise

- Other communications related experience Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Ethics and Values
- Integrity
- 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:

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, 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;
- 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

LBNR000470-10193

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 is a national UN Volunteer assignment, therefore only nationals of Lebanon and legal residents in Lebanon with the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 11-08-2021**doa.apply_url**<https://vmam.unv.org/candidate/show-doa/TEJOUjAwMDQ3MA==>**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.