

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MMRR000146--Web and Communications 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	Myanmar
Host Institute	United Nations Development Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	01-03-2021
Duty Station	Yangoon [MMR]
Assignment Place	Family Duty Station

Assignment Place Remark

The monthly living allowance is USD 872

Living Conditions

Myanmar, officially the Republic of the Union of Myanmar, is a sovereign state in Southeast Asia bordered by Bangladesh, India, China, Laos and Thailand. One-third of Burma's total perimeter of 1,930 km (1,200 miles) forms an uninterrupted coastline along the Bay of Bengal and the Andaman Sea. The country has an estimated population of 51 million people. Myanmar's capital city is Naypyidaw and its largest city is Yangon. The country is ethnically diverse. The government recognizes 135 distinct ethnic groups but the Bamar form an estimated 68% of the population. Most of them are Buddhists.

Temperatures in Myanmar can vary from place to place. In general, the Myanmar climate is hot throughout the year, with temperatures averaging 27 degrees Celsius or 80 degrees Fahrenheit. The months of March, April, and May the weather in Myanmar can be very hot and humid, especially around the coastal regions. This increase in temperature is caused by the onset of the rainy season. Despite the hot temperatures, there are areas that can be quite pleasant. The interior areas such as Inle Lake and Bagan can be quite a bit cooler than the coastal regions. The mountainous areas can also be cooler as they have a much higher altitude.

Living conditions at the Duty Station: Yangon is family duty station with Category B hardship level. In terms of the safety and security, it is safe and no high-level threat of security. For housing, it will vary depend on the types of lodging and its facility. For travel and transport, taxis are available and inexpensive. Grab also available in the country. Buses are also low fair options with routes running all over the city. Owing to the geographic location of Myanmar, Burmese cuisine has been influenced by [Chinese cuisine](#), [Indian cuisine](#) and [Thai cuisine](#).

Assignment Details

Assignment Title

Web and Communications Officer

Organizational Context & Project Description

Myanmar has embarked on a major transition towards democracy, market style economy and peace. Myanmar has low middle-income status (LMIC) and is committed to lifting itself out of Least Developed Country (LDC) status within the next seven years. Following the implementation of the first ever UNDP Country Programme during 2013-2017 and as a key development partner of the government of Myanmar, UNDP will implement a new UNDP Country Programme for the period 2018-2022, striving to deliver on a large and relevant programme portfolio that is responsive to the main development challenges facing the country.

UNDP's Country Programme feeds into the UNDP Strategic Plan, which embraces the complexity of development and commits the organization to helping countries find faster, more durable solutions to achieve Agenda 2030. Important development trends like urbanization, climate change, and rising inequalities pose significant challenges on our path to achieve the 2030 agenda of achieving the Sustainable Development Goals (SDGs).

The UNDP Myanmar Strategic Management Unit (SMU) drives new ways of working through partnerships, innovation, communications, design and data visualization; coordinates quality assurance of monitoring and evaluation as well as continuous project monitoring through defined indicators; supports programme teams and CO senior management in planning and management of thematic country programme and project evaluation(s) and follow up in implementation of recommendations; and promotes evaluation standards, quality assurance/control and capacity development in the Country Office by facilitating knowledge building and management. The team strives to bring new methodologies, energy and insights into the work of the entire Country Office.

UNDP uses a range of communication tools and products to portray the impact of the work it does. Key to this is this the UNDP Myanmar website.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Within the delegated authority and under the supervision of the Team Leader Strategic Management Unit, the UNV Web and Communications Officer will be responsible for:

- Support the design and maintenance of the office web sites based on corporate requirements
- Assists in preparation of content for the web sites and social media platforms, Facebook, Twitter, etc., to ensure consistency of the materials.
- Supports development of new ways of doing business when communicating including innovation and advocacy
- Facilitates use of contemporary communication channels and platforms for citizen engagement, linking UNDP with stakeholders, experts, sponsors or champions;
- Supports packaging and production of communication products to strengthen UNDP's collaboration with citizens, CSOs, NGOs, and local-level leaders;
- Supports drafting and production of regular updates to donors as well as preparation of donor reports, civic education and community awareness
- Supports CO publication activities, such as content management, norms for publishing, design, etc. and ensure the quality products.
- Supports for Organization and implementation of knowledge sharing and network events
- Regularly upload new content on UNDP CO website as provided by the Communications Team within a quick turnaround

- Translate content for the Myanmar version of the website with quick turnaround
- Ensure a fresh look of the website and regularly rearrange existing content on the entry page;
- Provide web support whenever required, including to create pages or microsities for events;
- Monitor and report on websites' statistics;
- Do Internal Cross posting between pages, project web pages etc;
- Support to SMU teams with graphic design and layouts for media posts, infographics and other communications materials

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

- Upload the content provided by the Communications team such as videos /photos /content on YouTube, and other social media channels as required; respecting UNDP guidelines
 - Monitors impact of content and user frequency on the website;
 - Update the website to make them more user-friendly, accessible and interactive;
 - Design and create dedicated microsities for key events/projects as required
 - Integrate social media on the web pages; cross link the uploaded content on the related pages and do Internal cross posting between pages, project web pages etc.
 - Provide solutions for the optimization and enhancement of new and existing digital platforms and web applications in terms of design, user interface, and functionality;
 - Train staff on how to use a Content Management System to ensure easy updating of data;
 - Support for testing of UNICODE Burmese font on the website by working closely with HQ team
 - Advice on innovative services such as RSS, podcasting, user comments etc.
- 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 Master degree or equivalent

Education - Additional Comments

- Master's degree in Computer Studies, Information Systems and Journalism, Communications, media relations, publishing or related areas and two years relevant working experience;
- Or Bachelor degree in Computer Studies, Information Systems and Journalism, Communications, media relations, publishing or related field with four years relevant experience.

Required experience 24 months

Experience Remark

Minimum 2 years of experience in relevant field

Language

T. +49 (0) 228-815 2000 A. PO Box 260111, 53113 Bonn, Germany
F. +49 (0) 228-815 2001 W. www.unv.org

We are inspiration in action

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

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

Area of Expertise

- Journalism, mass media and broadcasting Mandatory
- Other communications related experience Mandatory
- Web and graphic design Mandatory

Area of Expertise Requirement

- Minimum two years of work experience in developing and maintaining websites and microsites.
- Ability to navigate content management-based web systems, experience with MS Share-point is an asset;
- Ability to trouble shoot website related issues.
- Experience in providing web support for the UN an advantage.
- Experience with professional translations
- Experience in the usage of computers and office software packages, good knowledge and experience in handling of web-based management systems
- experience in preparing and maintaining communication materials;

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Integrity
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

Conditions of Service and other information

Condition of Service

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

Conditions of Service:

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).

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 Entities](#))

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 MMRR000146-8637

Application procedure

* Not yet registered in the UNV Talent Pool?

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?

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 Myanmar and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 15-09-2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/TU1SUjAwMDE0Ng==>

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.