

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

NGAR000172--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

| | |
|--------------------------------|--------------------------------------|
| Country of Assignment | Nigeria |
| Host Institute | United Nations Development Programme |
| Volunteer Category | International Specialist |
| Number of Volunteer | 1 |
| Duration | 12 months |
| Expected Starting Date | Immediate |
| Duty Station | Abuja [NGA] |
| Assignment Place | Family Duty Station |
| Assignment Place Remark | |

Assignment shall be carried out in Abuja, the Federal Capital Territory and this is a family duty station.

Living Conditions

The assignment will take place in the nation's capital, Abuja (Hardship classification C).

With approximately 184 million inhabitants, Nigeria accounts for 47% of West Africa's population, and has one of the largest populations of youth in the world. It is a political federation that consists of 36 autonomous states, and a multi-ethnic and culturally diverse society. With an abundance of natural resources, Nigeria—Africa's biggest oil exporter—also has the largest natural gas reserves on the continent. Nigeria is located in western Africa on the Gulf of Guinea and has a total area of 923,768 km² making it the world's 32nd-largest country. It shares borders with Benin (773 km), Niger (1,497 km), Chad (87 km), Cameroon (1,690 km), and has a coastline of at least 853 kilometres. Nigeria lies between latitudes 4 and 14 N, and longitudes 2 and 15 E.

The country is viewed as a multinational state, as it is inhabited by over 500 ethnic groups, of which the three largest are the Hausa, Igbo and Yoruba; these ethnic groups speak over 500 different languages, and are identified with wide variety of cultures. The official

language is English.

Nigeria continues to face terrorist attacks in the northeast, a restive insurgency in the Delta region, and the perennial inter-communal violence across the middle belt. At the root of the security challenges are high levels of poverty, joblessness, growing numbers of frustrated youth, and the degradation of natural resources and climate stressors. The critical and immediate challenge is ensuring the welfare of the internally displaced people, host communities, and population in the North- East.

Terrorism is the main threat in the Federal Capital Territory (FCT) Abuja SLA. General crime is also prevalent. UN staff members are advised to stay only in assessed hotels. Assessed hotels list available with Agency Security Focal Points.

The currency used in Nigeria is called Nigeria Naira (the currency code for Naira is NGN, and the currency symbol is ₦) .

"Nigeria is a unique country. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

Assignment Details

Assignment Title

Communications Specialist

Organizational Context & Project Description

One of the poorest and most environmentally degraded regions in the world, the West African Sahel region is also considered as one of the world's most vulnerable regions to climate change, with temperature increases projected to be 1.5 times higher than the rest of the world. Climate vulnerability is compounded by the region's high dependence on rain-fed agriculture and its natural resources to support food security and livelihoods, high population growth, rapid and unplanned urbanization, environmental degradation, deepening poverty levels, governance challenges and low socio-economic development, and chronic humanitarian crises due to recurrent drought, flooding, food insecurity, epidemics, and violent conflict. These factors increase the fragility of communities while recurrent disasters have been causing a continuous deterioration of livelihoods, exposing people to deeper poverty and food insecurity and undermining their resilience to future shocks and stresses, with varying impacts on different social groups such as women, children, the elderly, people with disabilities and other vulnerable groups. The cumulative impacts of these events have been eroding hardearned development gains while undermining recovery from the various crises as well as the resilience to future crises.

In this context, UNDP is seeking to strengthen the policy and institutional capacities of Western Sahel countries in understanding the multi-dimensional risks that the region faces and devising mechanisms that anticipate and respond to these challenges. In this regard, UNDP is implementing a regional project titled "Strengthening capacities for disaster risk reduction and adaptation for Resilience in the Sahel Region: fostering risk-informed solutions for sustainable development" (Sahel Resilience Project), which is anchored in the Africa Regional Programme. The expected outcome of this regional initiative is that regional institutions and national governments institutionalize and domesticate risk-informed development planning, programming, and investment for resilience building. The geographical scope of the project is constituted by seven countries (6 out of 7 are French-speaking countries) in the Western Sahel and Lake Chad Basin regions such as Burkina Faso, Chad, Mali, Mauritania, Niger, Nigeria, and Senegal.

Funded by the Government of Sweden, the Sahel Resilience Project proposes to strengthen the regional capacity in fostering risk-informed development through a multi-country approach. This three-year project (2019-2022) is implemented directly by UNDP as well as by a wide range of partners such as the Economic Community of West African States (ECOWAS), the African Union Commission (AUC), UN Women, the AGRHYMET regional center, Peri Peri U (a network of universities in Africa), and the Lake Chad Basin Commission (LCBC). In addition, the project is working with other stakeholders such as UN-Habitat, UNDRR, FAO, and the World Bank for different thematic areas even though there is no formal agreement with them.

The project team is composed of the Project Manager (project management and oversight, strategic partnerships, and resource mobilization); the Disaster Risk Reduction (DRR) Technical Specialist (support for the implementation of all programme activities at regional and national levels,) and the Project Management Associate (administrative and financial management, procurement, documentation, and reporting). The team is supported by a strategic communication expert (based in Geneva) on the communication, visibility, and advocacy aspects of the project.

The geographical scope of the project as well as the number of partners involved in its implementation requires a high level of quality assurance and close coordination at the regional and national level to ensure quality, sustainable and long-term results.

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).

In 2020, during the inception phase of the project, the COVID-19 pandemic along with restrictions on travel and assembly affected the implementation of project activities that required face-to-face interactions with the project stakeholders, especially at the national level. Most of the 2020 activities, therefore, were postponed to 2021. In addition, in 2020, some of the project funds were reprogrammed to support COVID-19 response at the regional and national level, with funding provided to all seven UNDP country offices in the project countries. Many of these activities are still being implemented. In this context, the Sahel Resilience Project is seeking to recruit a Communications Specialist, UN Volunteer, who will support the project team in reporting, communication, visibility, and advocacy aspects of the project.

The International UN Volunteer Specialist will be home-based and will work under the direct supervision of the Project Communication Expert and will report to the Project Manager.

S/he will work daily with the Project Communication Expert as well as other team members and liaise with the UNDP communication focal points in the project countries and Africa regional centres (Addis Ababa Regional Service Centre and Dakar Sub-regional Hub) as well as the designated focal points in the partner organizations for effective fulfillment of responsibilities.

Sustainable Development Goals

13. Climate Action

Task description

Within the delegated authority and under the supervision of the Project Manager or his/her appointed delegated representative(s), the UNV Communication Specialist will:

- Support the implementation of the project's communication strategy and annual plan
- Design, produce, write and/or edit communication and advocacy materials, flagship reports, and studies; in doing so the incumbent will also facilitate the management and dissemination of knowledge products
- Support the project's online visibility on social media channels, and on the UNDP Africa website, blog platforms, and e-newsletters
- Promote the achievements of UNDP and its partners in the regional context of disaster risk management in the Western Sahel and Lake Chad Basin
- Help improve the project's outreach and promote the agenda of UNDP and its partners towards a risk-informed development trajectory

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

- Project-specific communications including web pages, articles for UNDP media centre online, project factsheets, brochures, flyers, flagship publications, audio- and video materials are produced, based on the communication strategy and annual plan – 30-40 % of time
 - Innovative communications including infographics and audiovisual materials for social media outreach are maintained weekly – 20 -25 % of time
 - Newsletters, external and internal communication materials, reports, and knowledge products are edited and branded according to UNDP standards – 10 % of time
 - Press releases and briefings material are produced in consultation with UNDP and its project partners as applicable – 10 % of time (when required)
 - Opinion editorials and blogs are drafted for the senior management and disseminated –10-15% of time
- 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

Minimum of Bachelor's degree in Communication, Media, Journalism, International Relations, or a related field. A Master's degree is desirable, but it is not a requirement.

Minimum 3 years (5 years desirable but it is not a requirement) of experience at the national or international level in public relations, communications, or advocacy, including

Required experience 36 months

Experience Remark

- Experience in developing communication and media materials, and online publications
- Experience in preparing presentations, briefing notes, talking points, and fact sheets
- Experience in media relations
- Knowledge of and experience with photography and video
- Knowledge of and experience as an influencer or with blogging and social media
- Advanced user level in graphic design software packages (Adobe Creative Suite)
- Good knowledge of handling web-based management systems (AEM, Drupal)
- Experience in working at the UN and/or with NGOs in the field of development is an asset

Language

- English (Mandatory) , Level - Fluent
- And One of these - French (Mandatory) , Level - Fluent

Area of Expertise

- Public information and reporting Mandatory
- Journalism, mass media and broadcasting Mandatory

Area of Expertise Requirement

Expertise in the design and production of communication and advocacy materials including excellent knowledge and skills in photography and video production

Need Driving Licence No

Competencies & Values

- Accountability
- Commitment and Motivation
- Communication
- Creativity
- Ethics and Values

- Integrity
- Professionalism
- Respect for Diversity
- Technological Awareness
- Adaptability and Flexibility
- Client Orientation
- Knowledge Sharing
- Working in Teams

Conditions of Service and other information

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.

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).

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 NGAR000172-10136

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: 23-09-2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/TkdBUjAwMDE3Mg==>

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.