UN VOLUNTEER DESCRIPTION OF ASSIGNMENT
SRBR000064--National UN Youth Volunteer in Digital Communication and Design

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
- Serbia

Host Institute
- UN High Commissioner for Refugees

Volunteer Category
- National Youth

Number of Volunteer
- 1

Duration
- 6 months

Possibility of Extension
- Yes

Expected Starting Date
- Immediate

Duty Station
- Belgrade [SRB]

Assignment Place Remark

Living Conditions

Belgrade is the capital and largest city in Serbia. It has good health, education, and transportation facilities. There is a variety of sport and cultural activities offered (e.g. sightseeing, theatres, cinemas, exhibitions), and restaurants that offers typical local as well as international cuisine. The situation in Serbia is generally quiet; all international agencies consider threats to their staff to be low.

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.

For more details, please visit http://www.serbia.com/ and https://www.beograd.rs/en/living-in-belgrade/

Assignment Details
Assignment Title
National UN Youth Volunteer in Digital Communication and Design

Organizational Context & Project Description

UNHCR, the UN Refugee Agency, was established on 14 December 1950 by the UN General Assembly. The agency is mandated to lead and coordinate international action to protect refugees and resolve problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country (www.unhcr.org).

External Relations Unit supports the efforts of UNHCR in providing protection and ensuring durable solutions for refugees, asylum seekers, internally displaced persons and persons at the risk of statelessness. Through the result-oriented communication activities ERU promotes the postulates of international protection, promotes positive examples of local inclusion and integration, and debunks fake news and counters xenophobia. This is done through collection, analysis and dissemination of reliable, comprehensive data and information on the mixed migration flow in Serbia, as well as through their effective and compelling promotion to the public.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Under the direct supervision of Assistant External Relations Officer, the National UN Youth Volunteer will:

- Support design and production of visual communications materials, including multi-media assets, photos, brochures, according to corporate branding guidelines;
- As part of a team the youth volunteer will assist in maintaining and expanding social media accounts of UNHCR Serbia; through production and posting of a diverse range of social media products, moderating conversations and comments, and keeping track of social media analytics;
- Build a database of media contacts, partners and influencers who can be activated to help boost the impact of UNHCR’s communications;
- Monitor policy and digital trends to inform UNHCR’s content; conduct background research into issues related to forced displacement;
- Any other related tasks as may be required or assigned by the supervisor.

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

- UNHCR Serbia presence on social networks optimized;
- Database of media contacts;
- Photo library established and used;
- Design of visual comm materials.

- 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

Required experience

0 months

Experience Remark

Up to 2 years in Web and graphic design and/or communications.

Previous experience in hands-on design works in various formats, strong digital skills, and previous experience in preparing communication and marketing materials in various formats (Videos, infographics, photo stories, press releases, social media messages etc.) would be highly regarded.

- Motivated to contribute towards peace and development and to serve others;
- Good interpersonal, networking and communication skills;
- Willingness to contribute and work as part of a team;
- Flexible and open to learning and new experiences;
- Respect for diversity and adaptability to other cultures, environments and living conditions;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).

Language

- English (Mandatory), Level - Fluent

Area of Expertise

- Web and graphic design Mandatory

Area of Expertise Requirement

Demonstrated competency in creating and managing multimedia content for social media and website, including video and photo-editing skills and access to special software: Adobe Photoshop; Sony Vegas, MovAvi or other video-editing platforms is a strong asset.

Need Driving Licence

No

Competencies & Values

- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

Condition of Service

Click here to view Conditions of Service

T. +49 (0) 228-815 2000
F. +49 (0) 228-815 2001
A. PO Box 200111, 53113 Bonn, Germany
W: www.unv.org

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 ) and final repatriation (if applicable).

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**

SRBR000064-9580

**Application procedure**

**EN**

* 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 Serbia and legal residents in Serbia with the status of refugee or with the status of being stateless are eligible to apply.

**Application deadline:** 06-06-2021

**doa.apply_url**

https://vmam.unv.org//candidate/show-doa/U1JCUjAwMDA2NA==

**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.*