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><strong>Country of Assignment</strong></th>
<th>Thailand</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Host Institute</strong></td>
<td>United Nations Capital Development Fund</td>
</tr>
<tr>
<td><strong>Volunteer Category</strong></td>
<td>International Specialist</td>
</tr>
<tr>
<td><strong>Number of Volunteer</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>12 months</td>
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<tr>
<td><strong>Possibility of Extension</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Expected Starting Date</strong></td>
<td>Immediate</td>
</tr>
<tr>
<td><strong>Duty Station</strong></td>
<td>Bangkok [THA]</td>
</tr>
<tr>
<td><strong>Assignment Place</strong></td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

**Assignment Place Remark**

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 amount for Bangkok, Thailand is USD 2,475.90.

**Living Conditions**

The UN Volunteer will be stationed in Bangkok, the capital of Thailand. When requested and/or necessary, s/he is expected to travel and spend time at project sites outside the countries covered by the Asia Regional Office. Thailand is a middle-income country that has seen remarkable progress in human development in the last twenty years. Thailand now has a Human Development Rating of 0.768. It will achieve most if not all of the global Millennium Development Goals well in advance of 2015. Thailand has reduced poverty from 27% in 1990 to 9.8% in 2002, and the proportion of underweight children has fallen by nearly half. Most children are in school; universal primary school enrolment is likely to be achieved within a few years. Malaria is no longer a problem in most of the country. Annual new HIV infections have been reduced by more than 80% since 1991, the peak of the epidemic. Strides are being made towards gender equality. For detailed information on living conditions, please visit the website [http://www.un.or.th/thailand/index.html](http://www.un.or.th/thailand/index.html)
Assignment Details

Assignment Title
Learning, Knowledge Management & Communications Specialist

Organizational Context & Project Description

UNCDF makes public and private finance work for the poor in the world’s 46 least developed countries. With its capital mandate and instruments, UNCDF offers “last mile” finance models that unlock public and private resources, especially at the domestic level, to reduce poverty and support local economic development.

UNCDF’s financing models work through three channels: inclusive digital economies, connecting individuals, households, and small businesses with financial eco-systems that catalyze participation in the local economy, and provide tools to climb out of poverty and manage financial lives; local development finance, that capacitates localities through fiscal decentralization, innovative municipal finance, and structured project finance to drive local economic expansion and sustainable development; and investment finance, that provides catalytic financial structuring, de-risking, and capital deployment to drive SDG impact and domestic resource mobilization. By strengthening how finance works for poor people at the household, small enterprise, and local infrastructure levels, UNCDF contributes to Sustainable Development Goal SDG 1 on eradicating poverty and SDG 17 on the means of implementation. By identifying those market segments where innovative financing models can have transformational impact in helping to reach the last mile and address exclusion and inequalities of access, UNCDF contributes to a broad diversity of SDGs.

Since 2008, UNCDF has been supporting digital finance with significant success, with digital finance currently the largest part of its inclusive finance portfolio. This includes digital innovations linked to on and off-grid energy, agriculture, employment, health, and transport.

UNCDF is also host to the Secretariat of the Better than Cash Alliance, a partnership of governments, companies, and international organizations that accelerates the transition from cash to digital payments in order to reduce poverty and drive inclusive growth.

With 60 professionals with strong digital finance experience across the globe and with several hundred projects in digital on-going, UNCDF is one of the leading development agencies in digital finance with a mission and expertise to reach very low-income customers in some of the world’s most difficult markets. UNCDF’s digital team and resources are currently spread across several programmes and UNCDF is in the process of consolidating its financial and technical resources to create a comprehensive team of experts in various domains to drive the new strategy “Leaving no one behind in the digital era”.

Based on this experience UNCDF started in 2017 to expand the scope of its programmatic agenda to go beyond digital finance. Through the “Leaving no one behind in the digital era” strategy, UNCDF is supporting, through its digital finance interventions, the emergence of inclusive digital economies. The strategy recognizes that reaching the full potential of digital financial inclusion in support of the SDGs aligns with the vision of promoting digital economies for the following reasons:

- The value of DFS is not obvious, especially to poor and vulnerable populations, as it is not closely linked to their ability to respond to their specific constraints and needs around agriculture, education, health, energy, and other key aspects of their daily lives.
- New innovative services should be developed to address these unmet needs. Innovation will not come from traditional providers but mainly from a range of new players (entrepreneurs, start-ups in various sectors, and digital platforms).

The ‘Leaving no one behind in the digital era’ strategy, to move from digital finance to digital economies builds upon and constitutes a logical integration of UNCDF interventions in financial inclusion and digital, developed over many years. The legacy of UNCDF intervention programmes was built through a range of country/regional programmes and global thematic initiatives, which has established a very strong reputation for UNCDF vis-à-vis donors and peers.

Please refer to www.uncdf.org

This UNV assignment is part of UNCDF’s ‘Leaving no one behind in the digital era’ Asia regional team. The Asia Regional IDE team is composed of a Regional Manager, Technical Specialist, Challenge Fund Specialist, Learning Specialist, Data & Research Specialist, two Program Analysts and two national staff forming a pool of expertise to ensure the facilitation and conduct of a technical and institutional dialogue on the different elements of the regional digital strategy at macro, meso and micro level integrating the Gender, dimension as well as challenges related to Environment and climate change.
The Asia Regional digital strategy builds on more than 5 years’ experience of Shaping Inclusive Finance Transformations (SHIFT) in Asia. For more information about the SHIFT program please refer to https://www.uncdf.org/shift/homepage.

**Sustainable Development Goals**  
17. Partnerships For the Goals

**Task description**

Within the delegated authority and under the supervision of the Regional Manager or his/her designated mandated representative(s), the UN Volunteer Learning, Knowledge Management and Communications Specialist will:

- Support UNCDF Asia Inclusive Digital Economies (IDE) Learning, Knowledge Management and Communications:
  - Support the regional team with the development and implementation of a peer learning agenda and a knowledge sharing strategy across countries in the region.
  - Support the regional and country teams with the planning, development and production of knowledge management and communication assets.
  - Support the quality assurance of assets produced by the regional and country teams.
  - Support the regional and country teams with the promotion of communication assets.
  - Support the regional and country teams in the implementation of community outreach and knowledge fair events.
  - Support setting up a regional activity tracker and knowledge management database to manage learning and communication assets from projects in the region.
  - Prepare strategies, case studies, technical notes or briefs and blogs based on Asia regional IDE activities.
  - Develop assets produced in support of IDE online communication activities.
  - Prepare background information and documentation, update relevant data to the regional project areas and compile background material for donors.
  - In the framework of IDE, contribute to planning of informational campaigns, partnerships, exhibitions, conferences, social events, and projects to promote a better understanding of UNCDF activities and accomplishments by the general public and/or targeted audiences.
  - Establish close working relationships with TV, radio, and news agencies to promote and disseminate UNCDF’s mandate, goals, activities and principles in the region.
  - Suggest stories and topics about the regional activities for the media.
  - Brief and coordinate the work of photographers, designers and videographers for the region and country teams as necessary.
  - Draft press releases, reports, booklets, and other publications for target audiences.
  - Organize and participate in press trips, briefing of journalists as well as press conferences of partners.
  - Assist in preparation of communication budget.
  - Develop new strategies to increase visibility of UNCDF IDE towards partners in the region.
  - Support efforts to establish and maintain an open communication with partners to implement commitments.
  - Assist with the organization of activities related to regional projects and activities.

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 UNCDF team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNCDF and its beneficiaries in the accomplishment of her/his functions, including:
  - 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.
  - Increased visibility and recognition of the UNCDF regional projects and activities and UNCDF’s mandate regionally and globally.
  - Effective support with organizing media events, public information projects and campaigns provided.
Qualifications/Requirements

Required Degree Level

Master degree or equivalent

Education - Additional Comments

Advanced higher degree (Master’s or equivalent) in a relevant area, e.g. journalism, communications, international development or related area; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree.

Required experience

36 months

Experience Remark

1. At least 3 years of professional work experience at the national and/or international level in communication, international development, public administration, project management, or other relevant programmes; experience with journalism is an asset, as is experience working in the UN or other international development organization.
2. Excellent oral and written skills; excellent drafting, formulation, reporting skills.
3. Accuracy and professionalism in document production and editing.
4. 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.
5. 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.
6. 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.
7. Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Other communications related experience Mandatory
- Knowledge management, archiving and documentation Mandatory
- Journalism, mass media and broadcasting Mandatory

Area of Expertise Requirement

- 

We are inspiration in action

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

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.
satisfactory performance. However, there is no expectation of renewal of the assignment.

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           THAR000439-9748

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.

Application deadline: 20 June 2021

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

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.