

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### TZAR000158--Food Systems Communications and Programme Assistant

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

<b>Country of Assignment</b>	United Republic of Tanzania
<b>Host Institute</b>	United Nations Environment Programme
<b>Volunteer Category</b>	National Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	6 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Dar es Salaam [TZA]
<b>Assignment Place</b>	Family Duty Station

#### Assignment Place Remark

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#### Living Conditions

Dar es Salaam is Tanzania's most important city for both business and government. The city contains high concentrations of trade and other services and manufacturing compared to other parts of Tanzania, which has about 80 percent of its population in rural areas. Downtown includes many small businesses, many of which are run by traders and proprietors whose families originated from the Middle East and Indian sub-continent—areas of the world with which the settlements of the Tanzanian coast have had long-standing trading relations.

Gradually the UN will move to Dodoma, the political capital of the country as the central government is relocating there in the near future.

# Assignment Details

**Assignment Title**

Food Systems Communications and Programme Assistant

**Organizational Context & Project Description**

UNEP Tanzania Office is part of the Africa office, headed by the Regional Director and Representative. The Tanzania office is directly accountable to the Africa Office senior leadership which comprises of the Regional Director and Representative assisted by the Deputy Regional Director. The architecture of the UNEP Office in Tanzania is more inclined to a representational role, coordination and integration of UNEP's inputs and commitments to the UN Sustainable Development Cooperation Framework (UNSDCF) and liaison with the host government.

Under the current UN Development Assistance Plan (UNDAP) framework, UNEP is contributing to two thematic groups/ program working groups, namely Environment and Climate Change, and Economic Growth.

The Africa office of UNEP plays a central role in coordinating UNEP's Programme of Work in the region with the view to ensuring the effective and efficient delivery of interventions, in response to regional, sub-regional and national needs. The commitment and delivery of UNDAP in Tanzania is a collective effort by UNEP and various partners in the country.

**Sustainable Development Goals**

2. Zero Hunger

**Task description**

Under the direct supervision of the National Coordination Offer and Focal point for UN Environment in

Tanzania the UN Volunteer will undertake the following tasks:

- Assist in fact-finding of key knowledge and evidence products including reports, policy briefs, and videos on food systems in the context of sustainable consumption and production.
- Assist in the production of videos, podcasts and digital stories for the e-newsletter and communication channel. This includes conducting desk research, preparing the storyboard, filming and recording, interviewing sources, editing, musical scoring and uploading materials on the web.
- Assist in generating engaging feature articles and multimedia content for the Tanzania Food Systems dialogues and SHIFT project updates on the designated web section and its social media channels – Twitter, Facebook, LinkedIn and Instagram. This includes actively searching for trending/interesting content related to Food systems and resilience, and translating technical content into compelling articles and blogs.
- Assist in the Food systems assessment reports and SHIFT project updates dissemination activities, and actively identifying potential partners to enhance Food systems engagement
- The intern is also expected to strengthen his/her knowledge and understanding of the concept of 1. food systems 2. volunteerism by reading relevant documentations and publications.
- Support planning and organization of Food systems related meetings, dialogues and work-shops; alongside preparing the respective reports
- Regularly review and recommend appropriate tools that enhance the delivery of the Food systems dialogue
- Any other activities 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.

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## Results/Expected Outputs

- Input made to policy briefs on major and emerging issues in Africa as they relate to environment and sustainable development.
  - Project concept notes prepared
  - Inputs made to project/programme documents.
  - Strategic information briefs on donor organizations supporting Tanzania prepared.
  - Updated Tanzania Country profile for references and project development.
  - A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.
  - The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
  - Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment
  - The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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

Program management, mass communication, journalism, environment or Natural Resource Management line of, development planning or related field.

**Required experience** 24 months

## Experience Remark

- Relevant experience in the field of research, social sciences, communication, digital publishing, video production, journalism, and other related subjects.
- Experience in coordinating workshops or events Experience in research and writing
- Experience in communications, knowledge management or capacity development activities is an asset.
- Excellent oral and written communications skills and demonstrated research abilities and interest
- Internet proficiency as well as proficiency in Adobe Creative Suite (Premiere Pro, Illustrator, Photoshop), MS Office (Word, Excel, PowerPoint) is required.
- Social media savvy
- Interest and experience in volunteering is a strong asset.
- Fluency in English is required; Fluency in Swahili language is an asset.

- Demonstrated interest and/or experience (up to 2 years) in project management, communication, environmental protection etc required.
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded.

**Language**

- English (Mandatory) , Level - Fluent

**Area of Expertise**

- Development programme management Mandatory
- Other energy, environment and climate change related experience Mandatory

**Area of Expertise Requirement**

**Need Driving Licence** No

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Building Trust
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- Working in Teams

## Conditions of Service and other information

**Condition of Service**

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

**Conditions of Service:**

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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 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** TZAR000158-10279

#### 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' <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 August 2021

**doa.apply\_url** <https://vmam.unv.org/candidate/show-doa/VFpBUjAwMDE1OA==>

#### 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.*