

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

ZMBR000246--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	Zambia
Host Institute	World Health Organization
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	01-10-2021
Duty Station	Lusaka [ZMB]
Assignment Place	Family Duty Station

Assignment Place Remark

- Nil.

Living Conditions

Zambia is a landlocked, middle-income country with a population estimated at 18 million. Lusaka became the capital city of Zambia in May 1935. Lusaka's central position in Zambia and its pleasant climate were two of the main reasons for its selection as the capital. It is a metropolis, which provides a home to about two and half million (2.5M) inhabitants of different nationalities. It has grown to become the seat of the Government of the Republic of Zambia and as such all diplomatic missions, international organizations, industrial and commercial entities are based there. Its political, social, economic and cultural significance has also increased through the years.

Public transport is provided by private operators using minibuses and taxis. The bus routes are not mapped and roads are often congested. Good modern housing for rent is available on the open market. The official language is English, which is widely spoken. The country is generally food secure, with sufficient local fresh fruits and vegetables available in the markets, as well as various dairy, poultry and meat products. There are several international schools using the Cambridge GCSE or IGCSE syllabi, from key stage one

through to A levels. Health conditions are generally good, although malaria is endemic. Zambia is generally a safe place to live in, although not free of crime. Some prudence is required. For more info, visit: <http://www.zambiatourism.com>.

Assignment Details

Assignment Title Communications Officer

Organizational Context & Project Description

The World Health Organization (WHO) has been present in Zambia since 1965 and its major commitment is to adequately respond to the identified priority needs in the Zambian health sector and attain the highest possible standard of health for all. Strategic communication is needed to ensure that the role of WHO and the impact of its work is well understood and appreciated by all relevant stakeholders. WHO Zambia Country Office (WCO) wishes to provide needed information, standards and policy guidance and to garner support for its work and to further strengthen its reputation as the lead agency on health in Zambia. WHO is therefore looking to increase its visibility by effectively communicating and engaging with the Government, the UN, various stakeholders and partners and the general public.

The incumbent will serve as the focal point for the implementation of a communications strategy and development of advocacy products, in line with WHO global external relations, overseeing the development and targeted distribution of news items to media and networks and nurturing trustful and productive relationships with WHO partners as well as across the full range of public media at the local level to ensure a positive, relevant, and up-to-date image of WHO.

Sustainable Development Goals 3. Good Health and Well-being

Task description

Within the delegated authority and under the overall supervision of the WHO Representative and technical guidance of the External Relations Officer, the Communications Officer will perform the following tasks:

- Ensure technical efficiency and effectiveness of communications and advocacy priorities, strategies and products pertaining to the World Health Organization Zambia Country Office's (WCO's) overall activities;
- Support the development of regular newsletters/bulletins for the WCO;
- Update the WCO Communications Plan;
- Establish and maintain a database of WHO high resolution photographs;
- Maintain and update the WCO website as well as the WCO Twitter and Facebook Pages;
- Participate in UN Communications Group meetings and work closely with Communication Teams at Regional and Headquarters level;
- Document WHO activities in the field and participate in media and partner visits to WHO field operations;
- Support the External Relation Officer in building partnerships with all relevant actors by identifying and creating communication opportunities and designing communication and advocacy campaigns and materials on specific topics;
- Work with the Health Promotion Officer as well as technical units for the identification of communication needs and preparation of communication messages and materials, etc;
- Complete any other related tasks as may be required or assigned by the functional 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

T. +49 (0) 228-815 2000
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

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

- As an active WHO team member, efficient, timely, responsive, client-friendly and high-quality support rendered to WHO and its beneficiaries in the accomplishment of functions, including:
 - Contributions to ensure visibility for WHO and for WHO partners through provision of high-quality photos and social media coverage and keeping partners up to date of WHO activities through the development of regular newsletters/bulletins;
 - All social media efforts overseen and WCO website maintained and updated;
 - WCO field activities documented and communication materials and messages developed;
 - Conception, development, production, dissemination, and distribution of print, visual, and audiovisual products on the health priority programmes and activities of WHO to the general public, partners and staff as appropriate.
- 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

- Bachelor's degree in communication, journalism, political science, social sciences, international relations or related field from an accredited/recognized institute.

Required experience 36 months

Experience Remark

- At least 3 years of professional work experience at national and/or international level in journalism, communication, media or public relations involving public health with a proven track record in public relations or media;
- Experience in web site and social media design, maintained and updated with current information and proven experience in writing advocacy documents and in the production of communication materials and products;
- Courses in communication techniques such as graphic design, visual language and the use of social media is an asset, as is experience working in the UN or other international development organization in the health context and experience in organizing advocacy campaigns;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- 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;
- 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;
- 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;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Sound security awareness;
- Have affinity with or interest in WHO, volunteerism as a mechanism for durable development, and the UN System.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

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- Journalism, mass media and broadcasting Mandatory

Area of Expertise Requirement

- Demonstrated interest and or experience in journalism and communication for development;
- Demonstrated ability in working with all forms of media in all situations;
- Proven skills in the development and implementation of communication/media products and tactics;
- Ability to "think out of the box" and to make innovative proposals to extend communication outreach;
- Knowledge or understanding of WHO mandate and goals in the emergency incident management context;
- Knowledge of public health sector and issues.

Need Driving Licence

No

Competencies & Values

- Accountability
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- 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:

Note on novel coronavirus – COVID-19.

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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 ZMBR000246-10528

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: 19 September 2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/Wk1CUjAwMDI0Ng==>

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.