UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

AFGR001417--Communications and Outreach Analyst

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>Country of Assignment</th>
<th>Afghanistan</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>UNWomen</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>6 months</td>
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<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Kabul [AFG]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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Under the overall guidance of the Country Representative and Deputy Country Representative, and direct supervision of the Communications Officer, the national UN Volunteer will support ACO communications specialists to undertake the following tasks:

- produce compelling visuals stories that highlight that way the office is improving the lives of women and girls in Afghanistan,
- create digital content (including written and visual content) for visual storytelling platforms and digital channels including website and social media,
- create visually compelling presentations, and support the production of advocacy/marketing collateral, including infographics, memes, gifs, videos, and photos,
- develop visual assets like photo essays to be placed on digital platforms either websites or Flickr-like
Communications and Outreach Analyst

develop social media campaigns including proposing creative ideas, reaching out to potential partners and draft written and visual social media content,
draft and/or edit articles, blogs, press releases,
plan and execute the communication/outreach strategy for events
create a network of young activists/social media influencers in Afghanistan to regularly support the empowerment of women and girls in Afghanistan.

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 IVD);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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.

Living Conditions

All UN staff personnel working in Afghanistan in general and Kabul in particular are required to strictly adhere to standard security protocol as issued and advised by the UN Security apparatus.

Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Communications and Outreach Analyst</th>
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<tr>
<td>Organizational Context &amp; Project Description</td>
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Organizational Context/Project: Grounded in the vision of equality enshrined in the Charter of the United Nations, UN Women will work for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women will lead and coordinate United Nations System efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It will provide strong and coherent leadership in support of Member States' priorities and
efforts, building effective partnerships with civil society and other relevant actors. UN Women works in four thematic areas i.e. Women Peace and Security (WPS), Ending Violence Against Women, Women Economic Empowerment, and Governance and Participation.

In governance and women’s political participation, UN Women focusses on supporting national and subnational efforts to increase women’s participation in decision making and leadership as well as in elected offices. To address the under-representation of women’s engagement in elections and in political leadership in Afghanistan and to strengthen the voice of women leaders in governance issues, the ACO works closely with the Government of Afghanistan, as well as with UN, civil society and development partners to promote women’s participation in elections including as voters, candidates, and part of the election’s management teams. Further, UN Women in Afghanistan supports a cadre of women to develop capacity and ability to demonstrate leadership in political and institutional decision-making bodies and at the national and community level. Afghanistan Country office also continues to play a key role in supporting the Government on systematic institutionalization of Gender Responsive Budgeting as part of increased accountability on impact of national/provincial budgets and plans on women and girls.

**Sustainable Development Goals 5. Gender Equality**

**Task description**

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- develop visual assets like photo essays to be placed on digital platforms either websites or Flickr-like type of platforms,
- develop social media campaigns including proposing creative ideas, reaching out to potential partners and draft written and visual social media content,
- draft and/or edit articles, blogs, press releases,
- plan and execute the communication/outreach strategy for events
- create a network of young activists/social media influencers in Afghanistan to regularly support the empowerment of women and girls in Afghanistan.

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 IVD);
• Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
• Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
• 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.

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

• Support the development of at least 2 visual stories highlighting ACO’s work across Afghanistan,
• Support the development of at least 1 social media campaign including the development of written and visual content,
• Support the development of at least 2 visually compelling presentations/advocacy materials,
• Create a database with young activists/social media influencers in Afghanistan to regularly support the empowerment of women and girls in Afghanistan,
• Undertake other duties in support of ACO communications and advocacy actions, as required.
• Complete 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 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 a BA/BS degree, graduate degree in digital or visual communication, journalism, communications design, or similar field required; Master’s degree preferred;

Required experience: 24 months

Experience Remark:

- A minimum of 2 years of demonstrated experience in content management, digital/visual communications, content visualization/digital design, and social media campaigns required,
- Good writing and editing skills in English, Dari and Pashto required, ability to translate technical content into clear and concise messaging required,
- Experience with visual story telling platforms required; multi-media experience a plus;
- Experience with social media campaigns and community engagement required,
- Experience with Canva, Adobe Photoshop, Lighthouse, InDesign, and other design software desired,
- Familiarity with international development and gender equality a plus.

Language Skills:

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

Area of Expertise:

- Other information and telecommunications technology experience Mandatory

Area of Expertise Requirement:

- A minimum of 2 years of demonstrated experience in content management, digital/visual communications, content visualization/digital design, and social media campaigns required,
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- Experience with visual story telling platforms required; multi-media experience a plus;
- Experience with social media campaigns and community engagement required,
- Experience with Canva, Adobe Photoshop, Lighthouse, InDesign, and other design software desired,
- Familiarity with international development and gender equality a plus.

Need Driving Licence: No

Competencies & Values:

- Accountability
- Communication
- Empowering Others
- Integrity
- Planning and Organizing
- Self-Management
Conditions of Service and other information

Condition of Service

Click here to view Conditions of Service

Conditions of Service:

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

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.

Application Code      AFGR001417-4522
Application procedure
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.