

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

AFGR001555--Information Management 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	Afghanistan
Host Institute	United Nations Development Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Kabul [AFG]
Assignment Place	Non-Family Duty station

Assignment Place Remark

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes.

Living Conditions

The position is based in Kabul with UNDP Country Office, Afghanistan. As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.

Assignment Details

Assignment Title Information Management Officer

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W. www.unv.org

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

Organizational Context & Project Description

UNDP is the UN's global development network. We advocate for change and connect the Afghan government, NGOs, civil society and other partners to the knowledge and resources they need to help the Afghan people build a better life. We are on the ground in 177 countries and can draw on 50 years of experience. This leaves us well placed to help our local partners find solutions to national (and global) development challenges.

UNDP's network links and coordinates global and national efforts in Afghanistan to reach these national development priorities. Our focus is helping countries build and share solutions to the challenges of: Democratic Governance, Poverty Reduction, Crisis Prevention and Recovery, Energy and Environment, and Women's Empowerment.

<https://www.af.undp.org/content/afghanistan/en/home/ourwork/overview.html>

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Within the delegated authority and under the supervision of Head of Communications or his/her designated mandated representative(s), the UNV Information management officer Information management officer will:

- Act as the main focal point between the core communications team and the COVID-19 components of the projects to collect data and support communications products.
- Act as the partnerships and communications focal point for the intra-office COVID taskforce.
- Collect data for press releases, success stories, articles and other web content and make these available in English, Dari and Pashto to facilitate their broader dissemination for the programme pillar;
- Support the CO and UNDP projects in the design and branding of outreach-oriented print materials.
- Increase visibility of UNDP's mandate and SDGs through public website and social media use.
- Produces internal communication on COVID (preventing, social distancing etc.) and external materials what effect the COVID crisis has had on development.
- Produce high quality photography, videography and other digital media products for CO and projects
- Pitch UNDP successes to the media and manage dissemination of information to the public; including oversee the development of TV spots and radio announcements.
- Support Country Office programme pillars in designing and developing publications and other information management products, when required.
- Provide support on translation to Pashto and Dari when required.
- Support event planning to promote UNDP messages among partners, beneficiaries and other.
- Undertake field visits to collect data, document donor specific UNDP's work and success and produce beneficiary films from the field for different projects and for donors.
- Provide support on designing infographics, filming, photography or any digital media work.
- Provide support on drafting of minutes of meetings, reports, speeches, talking points, press statements, newsletter and website articles.
- Develop sustainable relationships with representatives of the press at the local, national, and international levels
- Liaise with projects in UNDP country office to ensure cooperative approach to partnerships and communications, contributes to the "partnerships" database / platform.
- Undertake data collection and management of UNDP COVID-19 response at the country level.
- Represents UNDP in UN task team on COVID.
- Any other tasks as required to support partnerships and communications unit.

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- 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;

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- Provide annual and end of assignment self-reports on UN Volunteer actions, results and opportunities.
- 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

- As an active [insert name Host Agency] team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP and its beneficiaries in the accomplishment of her/his functions, including:
 - Produce a partnerships and communication strategy.
 - Design and branding of outreach-oriented print materials.
 - Products for public website and social media use.
 - High quality photography, videography and other digital media products for CO and projects
 - Dissemination of information to the public; designing and developing publications.
 - Press releases, success stories, articles and other web content (in English, Dari and Pashto).
 - Events, filed visit reports; infographics, filming, photography or any digital media work.
 - Minutes of meetings, reports, speeches, talking points, press statements, newsletter and website articles.
- 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 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

University degree (Bachelors or equivalent) in Communications, Media, Journalism, Literature, Arts, Social Sciences, Humanities, Political Science or related field

Required experience 24 months

Experience Remark

- At least 2 years of relevant work experience in communications or related field is required.
- Good understanding and familiarity of the current development and humanitarian situation in Afghanistan, particularly COVID-19.

- Experience in the usage of media technology, social media for public information, and knowledge and experience in handling of web-based management systems is an asset.
- UN experience desirable.
- Good writing and editorial skills

Language

- English (Mandatory) , Level - Working Knowledge

Area of Expertise

- Public information and reporting Optional
- Journalism, mass media and broadcasting Optional

Area of Expertise Requirement

- At least 2 years of relevant work experience in communications or related field is required.
- Good understanding and familiarity of the current development and humanitarian situation in Afghanistan, particularly COVID-19.
- Experience in the usage of media technology, social media for public information, and knowledge and experience in handling of web-based management systems is an asset.
- UN experience desirable.
- Good writing and editorial skills

Need Driving Licence No

Competencies & Values

- Accountability
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Knowledge Sharing
- Professionalism
- 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 Entities)

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 AFGR001555-8322

Application procedure

doa.apply_url <https://vmam.unv.org/candidate/show-doa/QUZHUjAwMTU1NQ==>

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.