

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

AFGR001601--Communication and Partnerships Coordinator

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

- Act as the main focal point between the core communications team and programme clusters.
- Provide support on the drafting of minutes, reports, speeches, talking points, success stories, press statements, newsletter and website articles.

Living Conditions

The position is based in Kabul with travel to the provinces if and shall require.

Assignment Details

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).

Organizational Context & Project Description

UNDP's is helping Afghanistan build and share solutions to the challenges of Environment, Livelihoods, Gender, Rule of Law, Governance and Health. UNDP has been working in Afghanistan since 1966 in close partnership with government, civil society and other national and international partners. 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.

Under the guidance and direct supervision of Chief of Communications, the Communications Officer supports the formulation and implementation of the communications and advocacy strategies to increase the standing and awareness of UNDP with partners, the media and the public. The Communications Officer works in close collaboration with the programme units in the CO, staff of other UN Agencies, UNDP HQs staff (Communications Office) and the Regional Communications Advisor, media, multilateral and bilateral donors and civil society.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

- Act as the main focal point between the core communications team and programme clusters.
- Provide support on the drafting of minutes, reports, speeches, talking points, success stories, press statements, newsletter and website articles.
- Coordinate, organize and facilitate meetings; Prepare agendas, minutes, and follow-ups with relevant partners.
- Assist with production of English language donor materials such as briefing notes, "thank you letters", and donor visibility materials.
- Act as the focal point for supporting the fast and efficient follow up with partners (Donors, Vertical Funds, Government, IFI's, Private Sector, Foundations and UN agencies)
- Maintains the Donor database and support the production of concept notes and proposals for potential new partners.
- Support coordination of Government counterparts and maintains the Government counterpart database.
- Liaise with projects to ensure a cooperative approach towards communications and partnership.
- Support the CO with national and international media engagement and mobilization.
- Develop sustainable relationships with representatives of the press at the local, national, and international levels.
- Ensure facilitation of knowledge building and management by regularly organizing trainings to project staff on communications and partnership.
- Support design and implementation of the CO communication strategy based on the corporate communications strategy.
- Support the CO and UNDP projects in the design and branding guidelines of other outreach-oriented print materials.
- Increase visibility of UNDP's mandate and goals through contributing to the public website and social media use.
- Produce high-quality photography, videography and other digital media products for CO and the programme pillar, as required.
- 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 communications unit in designing and developing publications when required.
- Translate English material translation to Pashto and Dari and vice-versa.
- Support event planning to promote UNDP messages among partners, beneficiaries and other.
- Coordinate with online UNVs to support the CO written materials.
- Any other tasks 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.

Results/Expected Outputs

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- 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

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Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

- Bachelor's degree in journalism, business administration, or any other bachelor's degree accepted with a diploma or certificate in relevant field.

Required experience 36 months

Experience Remark

- Minimum 3 years relevant experience.
- Excellent writing skills

Language

- English (Mandatory) , Level - Working Knowledge

Area of Expertise

- Journalism, mass media and broadcasting Optional

Area of Expertise Requirement

- Minimum 3 years relevant experience.
- Excellent writing skills

Need Driving Licence No

Competencies & Values

- Accountability
- Building Trust
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Leadership
- Professionalism
- Self-Management
- Working in Teams

Conditions of Service and other information

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

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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 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 AFGR001601-9281

Application procedure

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

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.