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>Angola</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>UN High Commissioner for Refugees</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Luanda [AGO]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

### Living Conditions

The incumbent will be based in Luanda (located in the northwest of the country on the Atlantic coast). Accommodation in Luanda is not difficult to find. An entry visa is required in all cases and must be obtained prior to travel from the country of departure. Visa upon arrival may be given in case the embassy or consulate at the place of departure does not grant a visa. Under no circumstances should travel be undertaken before a visa is obtained. Angola is in level 2-low of the security and risk level, and travelers to Angola are advised on their arrival to receive a security briefing. Travelers to Angola are required to present the yellow fever vaccination card upon arrival at the airport. Due to the current COVID-19 pandemic, travelers to Angola must have a medical certificate with a negative Coronavirus (COVID-19) test result issued at most 72 hours before arrival and are subject to quarantine for 14 days. Angola’s healthcare system is comprised of public and private services. Public health services, from primary care to specialised services, are available at no cost. However, quality of service rendered at the public hospitals is below international standards and recurrent shortages of basic medicines and supplies occur.
Assignment Details

Assignment Title
Associate External Relations and Reporting Officer

Organizational Context & Project Description

The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country (www.unhcr.org).

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of UNHCR Representative, the UN Volunteer will undertake the following tasks:

- Keep abreast of developments in operations to prepare appropriate briefings and reports.
- Prepare periodic reports, i.e. donor updates, internal sitreps, briefing notes for senior managers, and activity-specific reports and prepare external reports in collaboration with the Regional Bureau for Southern Africa.
- Prepare funding submissions for donors, and draft any required follow-up action reports.
- Develop and maintain working relationships with the government, NGOs, and UN agencies to ensure cooperation in inter-related activities.
- Support the UNHCR-led inter-agency activities by preparing and distributing minutes, assisting in the organization of meetings; occasionally chairing meetings, and serving as the general secretariat for the relevant inter-agency group.
- Support the UNHCR Representative in preparation of meetings and missions drafting of talking points.
- Organize and accompany missions for VIP visitors, delegates to visit refugee sites or the activities of UNHCR implementing partners, always complying with donor visibility requirements.
- Serve as PI focal point, contributing to and coordinating press events, interviews, PI and press missions and other activities related to information dissemination to the general public to promote UNHCR activities.
- Draft briefing notes, press releases, stories as needed on the situation of refugees, asylum-seekers, internally displaced persons and other people of concern in Angola in coordination with the Comms unit in the Regional Bureau for Southern Africa.
- Coordinate PI coverage in Angola (texts, videos, photos). Review field contributions and make sure all are validated by the Representative before publication.
- Develop and manage social media platforms for the Angola operation, with the guidance of the Communications Unit at RBSA.

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

- Promote visibility of UNHCR’s work in Angola, among civil society, diplomatic community, donors, stakeholders, partners, Government officials, and others;
- Explore funding diversification in order to increase the outreach activities and enhance relevant support to beneficiaries;
- Support the implementation of a communications strategy that generates support from external partners to UNHCR operation in Angola;
- Assist in the management of information flows within the office by disseminating documentation and information to colleagues and partners;
- Unit inputs are provided while drafting the Country Operational plan as well as funding submissions, reports and appeals.
Qualifications/Requirements

**Required Degree Level**
Bachelor degree or equivalent

**Education - Additional Comments**
**Type of Degree:** International Relations, Political Science, Journalism, Communications, Business of Public Administration.

**Required experience**
24 months

**Experience Remark**
A minimum 2 years of experience in a field related to external relations, communications, media relations or reporting.

**Computer skills:** Knowledge of Microsoft applications: Word, Excel, PowerPoint
- Demonstrated skills in oral and written communication.

**Language**
- English (Mandatory), Level - Fluent
- AND - Portuguese (Mandatory), Level - Fluent

**Area of Expertise**
- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Optional
- Public information and reporting Mandatory
- Journalism, mass media and broadcasting Optional

**Area of Expertise Requirement**

**Need Driving Licence**
No

**Competencies & Values**
- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Working in Teams
Conditions of Service for International Specialist:


The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US$ 1,651. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website http://icsc.un.org.
For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

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 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;

- 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: AGOR000050-7684

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’ at 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: 15 September 2020

doa.apply_url: https://vmam.unv.org//candidate/show-doa/QUdPUjAwMDA1MA==

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.