General Information

Country of Assignment: Angola
Host Institute: UN High Commissioner for Refugees
Volunteer Category: National Specialist
Number of Volunteer: 1
Duration: 12 months
Possibility of Extension: Yes
Expected Starting Date: Immediate
Duty Station: Luanda [AGO]
Assignment Place: Family Duty Station
Assignment Place Remark
Living Conditions
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: Senior External Relations Assistant

Organizational Context & Project Description

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.
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).

The complex emergency in Kasai Central Province in the Democratic Republic of Congo (DRC) began with the violent uprising of a local militia (Kamuina Nsapu) in August 2016. The crisis then spread to the provinces of Kasai, Eastern Kasai and Lomami. UNHCR announced activation of L2 emergency in Angola in response to the influx of more than 35,000 Congolese from DRC into the Lunda Norte Province of Angola. Majority of the refugees are located in the Lóvua refugee’s settlement that was opened in August 2017 in the Lóvua municipality. The other refugees are living in host communities within the Lunda Norte Province particularly in Dundo the capital city of the province.

In 2018, the Government of Angola (GoA) suggested that Congolese refugees temporary hosted in Dundo and surrounding host communities be relocated to Lóvua refugee’s settlement by the end of January 2019. The new refugees settlement site in Lóvua is located about 90km from Dundo, it was developed to receive all refugees and infrastructures were installed and continue to be installed to enable refugees to access basic social services including health facilities and health services, shelters, water and sanitation infrastructure, schools, distribution centers for food and NFIs. In August 2019, refugees started to return spontaneously to the DRC for various reasons. In total over 14,700 Congolese returned spontaneously. Following a tripartite agreement between the GoA, UNHCR and the Government of DRC, organized voluntary repatriation started in October 2019 and until end of February 2020, at total of 2,912 refugees have been repatriated to the DRC. A total of 9,219 active registered Congolese refugees who fled violence in the Kasai region remain in Lunda Norte Province of Angola.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Within the delegated authority and under the supervision of Associate External Relations and Reporting Officer or his/her designated mandated representative(s), the UNV Senior External Relations Assistant will:

- Draft briefing notes, press releases, bulletins, reports, newsletters and prepare any other public information material, as required;
- Facilitate and accompany visits of foreign delegations, partner NGOs, donors and the media to refugee camps;
- Draft and translate routine correspondence and texts;
- Assist with developing and implementing UNHCR’s social media strategy – conceptualize and pitch stories for UNHCR’s global website;
- Ensure that public information materials including fact sheets, information brochures, briefing materials from the Branch Office, etc. are available;
- Organize visibility events (e.g. World Refugee Day) and liaise with partners, refugees and local communities on implementation;
- May be required to assist in compilation of weekly, monthly, annual/quarterly thematic reports, situations report etc;
- Review media daily and ensure the office is kept informed of local developments;
- Provide information on UNHCR’s activities to external partners;
- Perform other related duties as required;
- Any other related tasks as may be required or 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

As an active UNHCR team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNHCR and its
Promote visibility of UNHCR’s work in Angola, among civil society, diplomatic community, donors, stakeholders, partners, Government officials, and others

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

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
2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher.

Required experience
12 months

Experience Remark
- Bachelor’s in Communications, Journalism, International Relations, Political Science or related field;

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

Area of Expertise
- Public information and reporting Mandatory
- Knowledge management, archiving and documentation Mandatory
- Other communications related experience Mandatory

Area of Expertise Requirement
- Excellent drafting skills as well as translation and interpreting skills;
- Fluency in Portuguese and English;
- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others);
- 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;

Need Driving Licence
No

We are inspiration in action
Conditions of Service and other information


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 AGOR000053-8701

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 for to which you would like to apply.

Application deadline: 14 February 2021

doa.apply_url

https://vmam.unv.org//candidate/show-doa/QUdPUjAwMDA1Mw==

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.