UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BGDR000532--UNV Social Media and Multi-Media 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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Bangladesh</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>Resident Coordinator Office</td>
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<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Dhaka [BDG]</td>
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<td>Assignment Place</td>
<td>Family Duty Station</td>
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Assignment Details

Living Conditions

Dhaka is the centre of political, cultural and economic life in Bangladesh. Although its urban infrastructure is the most developed in the country, Dhaka suffers from urban problems such as pollution, lack of public transport and overpopulation. In recent decades, Dhaka has seen modernization of services, communications and public works. The city is attracting large foreign investments and greater volumes of commerce and trade. It is also experiencing an increasing influx of people from across the nation; this has reportedly made Dhaka one of the fastest growing cities in the world.

Historically, Bangladesh has been a safe country for internationals, but a series of security incidents since autumn 2015 have led to increased security measures for UN international staff and volunteers. While Dhaka is not categorized as a hardship station and a cessation of incidents is expected to lead to relaxation of security measures, the volunteer should be prepared for limitations in freedom of movement on foot, by public transport, and to certain locations.
Assignment Title  
UNV Social Media and Multi-Media Officer

Organizational Context & Project Description

The position is in the United Nations Resident Coordination Office (RCO) in Bangladesh and reports to the Senior Development Coordination Officer, Strategic Planning and RCO Team Leader.

With the 2030 Agenda for Sustainable Development at its core, and in response to the General Assembly resolution 71/243 on the quadrennial comprehensive policy review of operational activities for development of the United Nations system, the UN Secretary General’s report (December 2017) “Repositioning the United Nations development system to deliver on the 2030 Agenda: our promise for dignity, prosperity and peace on a healthy planet” puts forward a comprehensive proposal on further improvements to the resident coordinator system to ensure more coherent, accountable and effective support for the 2030 Agenda. This was further reinforced by General Assembly resolution 72/729 of 1 June 2018, which gave the Secretary-General the mandate to implement the repositioning. A reinvigorated resident coordinator system is at the center of a repositioned United Nations development system, and while the system has been instrumental in driving coherence on the ground over the past four decades, it is now insufficiently robust to respond to the needs of the 2030 Agenda. The report stresses that resident coordinator offices will need to be adequately staffed to ensure sufficient substantive capacities to lead United Nations country teams. The core capacity will include expertise in coordination and strategic planning, economics, tailored policy support, results monitoring and evaluation, and strategic partnerships, plus a robust standing communications capacity within the United Nations country team.

The UN Resident Coordinator (RC), therefore, is the designated representative of the UN Secretary-General for development activities and the team leader of the UN Country Team (UNCT). The Resident Coordinator’s Office supports the UN Resident Coordinator in his/her coordination of the UN Country Team and liaison with national partners. In Bangladesh, the UNRC provides leadership to the UN Country Team and the UN’s programming work, as outlined in the UN Development Assistance Framework 2017-2020, in support of national priorities. The RC’s Office fulfills ten core coordination functions, namely strategic analysis and planning; oversight of the UN country programming cycle; representation of and support of UN Secretariat and UN agencies (incl. non-resident agencies); support to national coordination systems and processes; development and management of shared operational support services; crisis management preparedness and response; external communication and advocacy; human rights and development; joint resource mobilization and fund management; and general UNCT oversight and coordination.

The Social media and multi-media Associate, under the direct supervision of the RCO Team Leader, he/she will work closely with the Programme Communications and Advocacy Officer/ National Information Officer and other team members. The position supports to deliver on the social media and multi media outputs of the RCO.

Sustainable Development Goals   
17. Partnerships For the Goals

We are inspiration in action
Task description

Under a direct supervision of RCO Team Leader, the National UN Volunteer will undertake the following but not limited to tasks:

- Support the development of communications tools such as brochures, infographics, fact-sheets, multi-media assets etc.;
- Support the daily management of the UN in Bangladesh website, including content management such as cleaning up technical and programmatic text for online publication, writing stories, producing new content etc.;
- Support the daily management of the UN in Bangladesh social media accounts (Twitter, Facebook, Youtube and Flickr):
  - Write engaging posts and ensuring regular updates on social media and support with production of other content for social media;
  - Keep up-to-date on new social media tools, best practices and how other organizations and companies are using them in order to identify new campaigning opportunities,
  - Analyze social media analytics together with the communications team to support the expansion of the RCO and UNCT's reach in the country;
- Support research on specific themes relating to the mandate and work of the UN Resident Coordinator's Office;
- Contribute and ensure the visibility of events, campaigns and key activities planned by Resident Coordinator's Office (engrafting articles, podcasts, photos, etc.);
- Produce engaging multimedia content, in English and Bangla, for the UN in Bangladesh’s digital and social media platforms.
- Shoot and/or edit social media videos that help promote areas of work (eg. topics related to Sustainable Development Goals, human rights, economic development, UN reform) in an informative and engaging manner;
- Provide support for the communications aspects related to the organization and preparation of meetings and events planned by the Resident Coordinator’s Office.
- Support media/news monitoring as and when required.

Summary of Functions:

1. Produces video material in support of strategic communications goals centred on social media platforms.
2. Contributes to digital communications.
3. Supports publications and branding management
4. Produces video material in support of strategic communications goals centred on social media platforms.
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**

- Participates in strategic communications centered on social media messaging and outreach.
- Contributes to digital communications.
- Supports publications and branding management.
- 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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<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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<tr>
<td>Education - Additional Comments</td>
<td>A minimum of Bachelor’s degree is required. Masters will be an advantage.</td>
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<tr>
<td>University degree in Communications, Journalism, Mass Media, English language and literature, Film Studies, Cinematography or related studies</td>
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<tr>
<th>Required experience</th>
<th>36 months</th>
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<td>Experience Remark</td>
<td>A minimum of three years of relevant work experience.</td>
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<td>Solid experience and proven skills in photo and video editing software packages (e.g. After Effects, Lightworks, Final Cut, Photoshop, etc.).</td>
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<td>Experience in drafting report, news, stories.</td>
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<td>Experience in working with local media.</td>
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<td>Experience in translation work will be added advantage.</td>
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Language Skills
- English (Mandatory), Level - Fluent
- AND - Bengali (Mandatory), Level - Fluent

Area of Expertise
- Journalism, mass media and broadcasting Mandatory
- Knowledge management, archiving and documentation Mandatory
- Other communications related experience Mandatory

Area of Expertise Requirement
- Communication plans
- Photography
- Post production
- Video documentations
- Social Media
- Multimedia
- Case studies
- Desktop publishing

Need Driving Licence: No

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Integrity
- Judgement and Decision-making
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

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**

BGDR000532-5095

**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.

This is a National UN Volunteer Specialist assignment, therefore only nationals of (Bangladesh) and legal residents in (Bangladesh) with the status of refugee or with the status of being stateless are eligible to apply.

**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.