UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BGDR000573--UNV Social Media Assistant


Informations générales

<table>
<thead>
<tr>
<th>Pays d'Affectation</th>
<th>Bangladesh</th>
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<tbody>
<tr>
<td>Agence/Institution hôte</td>
<td>United Nations Population Fund</td>
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<tr>
<td>Catégorie de volontaire</td>
<td>International Youth</td>
</tr>
<tr>
<td>Nombre de Volontaires</td>
<td>1</td>
</tr>
<tr>
<td>Durée</td>
<td>jusqu’au 31-12-2020</td>
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<tr>
<td>Date présumée du début</td>
<td>Immédiate</td>
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<tr>
<td>d’affectation</td>
<td></td>
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<tr>
<td>Dhaka [BGD]</td>
<td></td>
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<tr>
<td>Lieu d'Affectation avec Famille</td>
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Dhaka, Bangladesh is a Family Duty Station. The average temperature in Dhaka is 26.1 °C. The highest monthly average temperature is 34 °C in April and the lowest is 14 °C (57 °F) in December. Nearly 80% of the annual average rainfall of 1,854 mm occurs between May and September. Power outage is common at any time of the day without prior announcement. There are adequate access to schools, health facilities and decent accommodation cleared by UNDSS such as hotels, guesthouses and apartments. There are plenty of restaurants and shops in

16 Mar 2020
Détails sur l'Affectation

<table>
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<tr>
<th>Titre de l'Affectation</th>
<th>UNV Social Media Assistant</th>
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<tr>
<td>Contexte organisationnel &amp; description du projet</td>
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UNFPA, the United Nations Population Fund, is the UN’s lead agency in sexual and reproductive health and rights. UNFPA works to ensure that every pregnancy is wanted, every childbirth is safe, and every young person’s potential is fulfilled. This includes working closely with the Government in using population data for policies and programmes to reduce poverty and ensure that every woman, man, and child can enjoy a life of good health and equal opportunity.

Globally, UNFPA is the lead of the GBV Area, which works to collectively improve the effectiveness and accountability of humanitarian response for the prevention, risk mitigation and response to all forms of gender-based violence, to ensure that the agency and capacity of survivors is recognised and reinforced and that primary prevention efforts are effectively employed to address underlying gender inequality.

The Social Media Assistant works under the matrixed supervision of Communications Specialist and GBV Cluster Coordinator. The position supports to deliver on the effective functioning of media and communications for the agency.

### Objectifs de développement durable

5. Gender Equality

### Description de l'action

Under a direct supervision of the Communications Specialist and GBV Cluster Coordinator, in coordination with SRHR Chief of Health, the University UN Volunteer will undertake the following but not limited to tasks:

**Data collection and information analysis:**

- Support the development of communications tools such as brochures, infographics, fact-sheets, multi-media assets etc.;
- 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 UNFPA’s reach in the country;

- Support research on specific themes relating to the mandate and work of UNFPA, particularly in Sexual and Reproductive Health and Rights (SRHR) and Gender-based Violence (GBV);

- Contribute and ensure the visibility of events, campaigns and key activities planned by UNFPA Bangladesh (engrafting articles, podcasts, photos, etc.);

- Produce engaging multimedia content, in English and Bangla, for UNFPA Bangladesh’s digital and social media platforms.

- Support in developing and managing a social media campaigns on GBV in consultation with GBV cluster and UNFPA;

- Support the daily management of the GBV cluster webpage, including content management such as cleaning up technical and programmatic text for online publication, writing stories, producing new content etc.;

- Provide support for the communications aspects related to the organization and preparation of meetings and events planned by Communications Specialist and GBV Cluster Coordinator;

- Support media/news monitoring as and when required.

En plus de ce qui précède, les Volontaires des Nations Unies sont censés :

• Renforcer leurs connaissances et compréhension du concept du volontariat en lisant la do-cumentation mise à disposition par le programme VNU, les publications externes et prendre activement part aux activités du programme VNU, par exemple s’impliquer dans les activi-tés commémoreatives de la Journée internationale des Volontaires (JIV), le 5 décembre.

• Se familiariser et développer toute forme de volontariat traditionnel et/ou local au niveau du pays d’accueil.

• Refléter le type et la nature des actions volontaires qu’ils entreprennent, y compris leur par-ticipation dans les réflexions substantielles.

• Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la pu-blication du programme VNU/ site web, bulletin et notes de presse, etc.

• Contribuer au Programme d’accueil des Volontaires des Nations Unies nouvellement arrivés dans le pays d’affectation ;

• Promouvoir ou conseiller les groupes locaux dans l’utilisation des volontaires en ligne ou en-courager les individus et les organisations à utiliser les services de volontaires en ligne quand cela est techniquement possible.

Résultats / résultats attendus

Summary of Functions:

1. Draft social media content in support of strategic communications goals centred;

2. Support in design and development of publications and branding material;

3. Support in production of video material and other communications campaign material to support communications plan.

• 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 / Exigences

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<tr>
<th>Domaine de qualification</th>
<th>Bachelor degree or equivalent</th>
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<tr>
<td>Niveau de qualifications - autres commentaires</td>
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University degree in communications, journalism, mass media, English language and literature, or related studies. Academic background on sexual and reproductive health, gender studies, social anthropology, sociology or other related field with strong communications skills is desirable.

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<th>Expérience Requise</th>
<th>24 mois</th>
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<tr>
<td>Remarques sur l'Expérience</td>
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- A minimum of 0-2 years of relevant work experience.
- Experience in drafting social media content, feature stories, communications campaigns, etc.
- Solid experience and proven skills in photo and video editing skills
- Experience working with the media

Linguistiques
- English (Mandatory), Niveau - Fluent

Domaine d'expertise
- Knowledge management, archiving and documentation Obligatoire
- Other communications related experience Obligatoire
- Journalism, mass media and broadcasting Optionnel

Domaine d'expertise requis
- Social Media
- Photography
- Video editing
- Multimedia
- Writing feature stories
- Designing of publications
- Proofreading

Permis de Conduire exigé | Non

Compétences et Valeurs
Conditions de service et autres informations

Conditions de 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.

A UN Volunteer receives a Volunteer Living Allowance (VLA) per month and 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 (choose from the drop down menu the appropriate rate here): US$1,321. The VLA base rate is a global rate, while the PAM is 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
also 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 the final repatriation travel (if applicable). A 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**

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.

**Code d'application**

BGDR000573-6619

**Application procedure**

Eligible candidates must be between 18 and 29 years of age throughout the duration of their service.

* Not yet registered in the UNV Talent Pool?

First register your profile at [https://vmam.unv.org/candidate/signup](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](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?

First update your profile at [https://vmam.unv.org/candidate/profile](https://vmam.unv.org/candidate/profile).

Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](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:** 23 March 2020

**doa.apply_url**

[https://vmam.unv.org/candidate/show-doa/QkdEUjAwMDU3Mw==](https://vmam.unv.org/candidate/show-doa/QkdEUjAwMDU3Mw==)

**Avertissement**

Le programme VNU est un programme qui promeut l’égalité des chances et encourage les candidatures de professionnels qualifiés. Le Programme VNU s’engage à assurer la diversité en termes de genre, de nationalités et de cultures.