

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

## BHRR000016--Communication Associate

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

<b>Country of Assignment</b>	Bahrain
<b>Host Institute</b>	United Nations Environment Programme
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Manama [BHR]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	

### Living Conditions

The Kingdom of Bahrain, with Manama as the capital, is an archipelago of 33 islands in the Arabian Gulf, causeways and bridges connect Bahrain to adjacent islands and the mainland of Saudi Arabia, which is located west of Bahrain. The population of Bahrain is approximately 1.3 million and 70% of the population are Muslim. Bahrain is open to and tolerant of followers of other religions who are protected under the law. Bahrain features an arid climate which is characteristic for hot temperatures with low precipitation. Bahrain experience extremely hot summer months with relatively mild winter months.

The most popular way to commute in Bahrain, if you do not have a car, is through taxis (Uber, Kareem) which are relatively cheap and easily available. Another option is public transportation although bus stops are often long distances apart and the time schedule is not always accurate due to the heavy traffic jam. Bahrain is serviced by an international airport with direct flights to many capital cities.

There is a large range of shopping malls, restaurants, gyms, banks and cinemas. A large variety of accommodation options can be

found; however, it is worth noting that prices for accommodation in Bahrain are considered a bit high. There are no specific security threats.

# Assignment Details

## Assignment Title

Communication Associate

## Organizational Context & Project Description

UN Environment Programme (UNEP) is the environmental entity of the United Nations System, established in 1972, and tasked with keeping the environmental situation under review and providing capacity building and support to member states in key priority areas. UNEP's West Asia Office, based in Manama, Bahrain, coordinates the implementation of UNEP's Programme of Work in West Asia, with a focus on enabling member states and stakeholders to achieve their visions for sustainable development.

This UNV assignment is to support the communication and outreach activities of the technical programme of the regional office, in particular projects that have communication elements such as the Green Gulf Initiative and the NGO Capacity Building project. The objective of the communication strategy of the office is to enhance overall environment awareness and increase engagement of stakeholders in the development and implementation of the technical programme and protection of the environment and natural resources.

## Sustainable Development Goals

17. Partnerships For the Goals

## Task description

Within the delegated authority and under the general supervision of the Officer overseeing the respective projects or his/her designated mandated representative(s), the UN Volunteer will:

- Development and production of communication and advocacy instruments and materials for marketing and awareness-raising campaigns, including briefing materials and press releases and media outputs in coordination with the projects team
- Identify key outreach opportunities and media networks and contacts in West Asia region such as other related events for dissemination of products;
- Conceptualize, format and prepare content for all outreach materials including:
  - Pamphlets on projects and specific topics for the region in both languages: Arabic and English
  - Advertising material including but not limited to banners, brochures, pamphlets, billboards, OPEDs, web campaign, campaigns for broadcast TV and Radio spots, print and social media (in both Arabic and English)
- Develop a series of stories from projects and related environment topics in the region that can be used for the website, social media, and other media (in both Arabic and English)
- Develop and deliver promotional videos on environment topics in the region that can be used on social media and other communication channels.
- Editing content of strategic information materials including press releases, press kits, and other information material (in both languages Arabic and English) targeting national and local government officials, ministries and leaders, international and regional organizations, donors, private sector, civil society, NGOs and research. Assist in their publication and dissemination.
- Identify and collate a database of regional and international media outlets with which UNEP could build links to enhance advocacy, outreach and strategic communications;
- Produce, in infographics forms, regular and annual progress reports capturing all deliverables, achievements and impact of the awareness activities against a baseline to be established at the beginning of the assignment.
- 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

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W. [www.unv.org](http://www.unv.org)

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

### Results/Expected Outputs

As an active UNEP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNEP and its beneficiaries in the accomplishment of her/his functions, including:

- Ensure the project management is efficient and enhanced by maintaining the delivery of appropriate technical, operational and administrative outputs;
  - A collaborative working relationship is strengthened and maintained with project partners through effective communication, consultation and reporting;
  - Effectiveness and timely completion of the projects are secured, in-line with the set financial and quality parameters;
  - Awareness on the different sub-programmes and projects of the office across the countries and other UN agencies is increased;
  - The project's impact is communicated across the UN and external stakeholders;
- 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** Master degree or equivalent

### Education - Additional Comments

Advanced higher degree (Master's or equivalent) in communication, marketing in environment or related fields. A first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree;

**Required experience** 36 months

### Experience Remark

- At least 3 years of professional work experience at the national and/or international level in communication, public information, marketing or other relevant fields. Experience with environmental projects is an asset, as is experience working in the UN or other international development organization;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Excellent analytical skills;
- 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;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Sound security awareness;
- Have affinity with or interest in the environment, volunteerism as a mechanism for durable development, and the UN System.

### Language

- English (Mandatory) , Level - Fluent

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- AND - Arabic (Mandatory) , Level - Fluent

**Area of Expertise**

- Other communications related experience Optional

**Area of Expertise Requirement**

**Need Driving Licence** No

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Vision
- Working in Teams

## Conditions of Service and other information

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**Condition of Service**

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

**Conditions of Service for International Specialist:**

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 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.

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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**

BHRR000016-8079

**Application procedure****\* Not yet registered in the UNV Talent Pool?**

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?**

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:** 9 November 2020

**doa.apply\_url**<https://vmam.unv.org/candidate/show-doa/QkhSUjAwMDAxNg==>**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.*