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

Country of Assignment
Brazil

Host Institute
United Nations Children's Fund

Volunteer Category
National Specialist

Number of Volunteer
1

Duration
12 months

Expected Starting Date
21-09-2020

Duty Station
Brasilia [BRA]

Assignment Place
Family Duty Station

Assignment Place Remark

Living Conditions

The assignment will be in Brasilia, the nation's capital. Brasilia is a family duty station, Hardship A. Security level in Brazil is moderate (3). UNDSS Brazil advises to exercise a high degree of caution in Brazil due to high levels of serious and violent crime, particularly in major cities. Violent crime as muggings, armed robbery, kidnappings, and sexual assault, is very high. Avoid shanty towns (favelas) in the big cities and if you are attacked or robbed, do not resist. Demonstrations can occur at any time and may turn violent with little or no warning. All United Nations personnel must scrupulously comply with United Nations Department of Safety and Security procedures and recommendations during their assignment in Brazil. For missions in rural areas or indigenous reservations, special procedures may apply; UN personnel should consult with the local DSS office in advance.

Brasilia was founded in 1960. It is considered as one of the major examples of the modernistic movement in architecture and urban planning in the 20th century and was added to the UNESCO list of World Heritage Sites.

Brasilia is the most populous Portuguese-speaking capital city. The city has a unique status in Brazil, as it is an administrative division rather than a legal municipality like other cities in Brazil. Although Brasilia is used as a synonym for the Federal District through
synecdoche, the Federal District is composed of 31 administrative regions, only one of which is the area of the originally planned city, also called Plano Piloto. The rest of the Federal District is considered by IBGE to make up Brasilia’s metro area.

Planned for only 500,000 inhabitants, Brasilia has seen its population grow much more than expected. Several satellite towns have been created over the years to house the extra inhabitants. Brasilia’s total population is now over 4,000,000 inhabitants in the metropolitan area.

Outdoor recreational activities include basketball, golf, horse-back riding, picnicking, riding, sailing, soccer, sunbathing, swimming, tennis and volleyball. Inexpensive lessons in many sports are available at the clubs to members and non-members alike. Brasilia is a pleasant and safe city, with live cultural ambience.

The city is located at the top of the Brazilian highlands in the country's centre-western region, at 1,172 m. The Paranoá Lake is a large artificial lake that was built to increase the amount of water available and to maintain the region's humidity.

Brasília has a tropical savanna climate (Aw, according to the Köppen climate classification), with two distinct seasons: a rainy season from October to April and a dry season from May to September. The average temperature is 22°C, rising to over 30°C during the hottest period. The hottest month in Brasilia is September and the coolest month is July.

The living conditions in Brasilia are good as well as the access to health services. The accommodation facilities are in general good and the choice is wide. As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the malicious insurance plan.

Assignment Details

<table>
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<tr>
<th>Assignment Title</th>
<th>Marketing Services Assistant</th>
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**Organizational Context & Project Description**

The United Nations Children Fund (UNICEF) works in 190 countries and territories to protect the rights of every child. UNICEF has spent 70 years working to improve the lives of children and their families. Defending children’s rights throughout their lives requires a global presence, aiming to produce results and understand their effects.

UNICEF has been working in Brazil since 1950 in partnership with federal, state, and municipal governments, civil society, religious groups, the media, the private sector, and other international organizations in the promotion of the rights of every Brazilian girl and boy. Due to the large geographical size of the country, UNICEF is present in 9 offices throughout Brazil and a large part of UNICEF’s actions in the country is structured around three work platforms which are based on territorial action: the Brazilian Semiarid, the Brazilian Legal Amazon and the Urban Centres.

In 2017, UNICEF Brazil rolled-out an innovative new Country Programme Document 2017-2021, focusing on the need to reach every child and adolescent in Brazil. The current programme structure is organized based on population groups and its priorities are to enhance policies for excluded children; improve the quality of social policies for vulnerable children; prevent and respond to extreme forms of violence and engage citizenry and participation. UNICEF Brazil works to deliver the Country Programme at local level through its main territory-wide initiatives. UNICEF Brazil will work to deliver the Country Programme at local level through its main territories-wide initiative.

The UN Volunteer will integrate the Resource Mobilization and Partnership area, which operates with donors and partners to make a long-term commitment to the furthering of children’s rights.

**Sustainable Development Goals**

17. Partnerships For the Goals

**Task description**

Under the direct supervision of the Marketing Services Officer, the UN Volunteer will undertake the following tasks:

- Support the development of marketing and communications products and campaigns for UNICEF’s corporate department (factsheets, executive summary, and special events for private companies), including support the implementation of Communication plans for Corporate partnerships;
• Support suggesting and developing ideas for marketing and brand visibility activations for corporate partnerships campaigns;
• Support the development of the final reports of corporate partnerships, with the role of gathering all the necessary information, as well as ensuring a final layout for this content;
• Obtain information with the following areas, Program, Communication and Monitoring & Evaluation, about necessary contents to produce fundraising materials/trainings, like events calendar and strategic actions, data and statistics, life histories, among others;
• Support the creation of briefings for agencies, freelancers and photographers, when it is necessary;
• Participate in webinars and meetings, regarding marketing services activities, when it is necessary;
• Be the person who will liaise with the corporate fundraising team.

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

• Communications and marketing products to the corporate team, such as factsheets, executive summary, presentations, special events and campaigns.
• Briefings for the advertising agencies and/or freelancers regarding corporate issues created.
• Final layouts of reports for corporate partners.
• Special events to the corporate team carried out.
• Communication plans for Corporate partnerships implemented.
• Flow of communications, contents and activities changed between the corporate fundraising and marketing services teams organized.

• 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

Secondary education

Education - Additional Comments

Technical diploma, ongoing/completed university degree in advertising, marketing and communication will be considered an asset.

Required experience

24 months

Experience Remark

• Broad knowledge in advertising;
• Basic knowledge in marketing;
• Basic knowledge in communication;
• Experience with events organization is an asset;
• Additional years of relevant experience is a strong asset.
Language
- Portuguese (Mandatory), Level - Fluent
- AND - English, Spanish (Optional), Level - Working Knowledge

Area of Expertise
- Marketing and advertising Mandatory
- Arts, music, photography and film Optional
- Other communications related experience Optional

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values
- Adaptability and Flexibility
- Building Trust
- Commitment and Motivation
- Communication
- Creativity
- Ethics and Values
- Integrity
- Respect for Diversity
- Self-Management
- Vision
- Working in Teams

Conditions of Service and other information

Condition of Service Click here to view Conditions of Service

Conditions of Service:


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  
BRAR000530-7658

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.

This is a national UN Volunteer assignment, therefore only nationals of Brazil and legal residents in Brazil with a residency permit, the status of refugee or with the status of being stateless are eligible to apply. Don’t forget to tick the yes box for: “I am interested in serving as a volunteer in my own country.”

Application deadline: 07-09-2020

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

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.