

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CHER000012--Communications 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

Country of Assignment	Switzerland
Host Institute	United Nations Environment Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Geneva [CHE]
Assignment Place	Family Duty Station
Assignment Place Remark	
Living Conditions	

Geneva is an international hub with many UN and international agencies. It is considered generally safe, with excellent infrastructure and transport links inside the country, to neighbouring countries and beyond. It is a multicultural city that has a significant tolerance for different lifestyles. The cost of living is considered one of the highest in the world. Geneva provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as commitment to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in different conditions, are essential.

Assignment Details

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F. +49 (0) 228-815 2001 W. www.unv.org

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

Assignment Title Communications Officer

Organizational Context & Project Description

The United Nations Environment Programme (UN Environment) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) is an international agreement between states. Its aim is to ensure that international trade in specimens of wild animals and plants does not threaten their survival (www.cites.org). The CITES Secretariat is administered by UN Environment and is located at the Geneva duty station.

This UN Volunteer assignment is part of the CITES Secretariat's work under the Knowledge Management and Outreach Services (KMOS), and will undertake tasks as the communications and publications officer for the Secretariat.

Sustainable Development Goals 15. Life on Land

Task description

Within the delegated authority and under the supervision of Chief, Knowledge Management and Outreach Services (KMOS), CITES Secretariat or his/her designated mandated representative(s), the UN Volunteer ICT Officer will:

- Produce and quality control, communications and information products to create awareness relating to CITES and CITES-related events in close consultation with the Supervisor and head of the Secretariat;
- In coordination with the supervisor, liaise with the Palais-based journalists to keep them updated on relevant issues;
- In close cooperation with other Secretariat staff, provide talking points and briefing notes as requested;
- Communicate and collaborate with communications officers from other biodiversity-related MEAs and UNEP;
- Keep record of publications generated by the Secretariat and create a section on the CITES Website to feature them;
- Work with the CITES social media accounts on a daily basis and assist the CITES Secretary General with relevant messaging to the general public and followers so that they are informed of developments;
- 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 CITES Secretariat team member, efficient, timely, responsive, client-friendly and highquality support rendered to the CITES Secretariat and its beneficiaries in the accomplishment of her/his functions, including:

- Effective and regular press releases, news items, and other communications materials are published;
 - Communication and liaison with the UN press officers are re-established and maintained;
 - Communication and liaison with communication officers from biodiversity-MEAs and UNEP are maintained;
 - Timely delivery of talking points and briefing notes;
 - Section in the CITES website featuring publications is maintained.
- 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 university degree (Master's degree or equivalent) in communications or journalism, public information or related area is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Required experience 24 months

Experience Remark

- At least two years of relevant work experience in communications, journalism, public information or related area is required;
- Experience with international organizations is an advantage;
- Experience in preparation of presentations and briefing notes is desirable;

- 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;
- 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;
- Have affinity with or interest in conservation and sustainable use of wildlife, volunteerism as a mechanism for durable development, and the UN System.

Language Skills

- English (Mandatory) , Level - Fluent
- AND - Spanish, French (Optional) , Level - Working Knowledge

Area of Expertise

- Journalism, mass media and broadcasting Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- 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 for International Specialist:

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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\$ 1,631. 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

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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 CHER000012-5293

Application procedure

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.



Application deadline: 10 September 2019

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.

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