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 | China |
| Host Institute        | UNWomen |
| Volunteer Category    | National Youth |
| Number of Volunteer   | 1 |
| Duration              | 12 months |
| Possibility of Extension | Yes |
| Expected Starting Date | 15-08-2020 |
| Duty Station           | Beijing [CHN] |
| Assignment Place       | Family Duty Station |

Living Conditions

The duty station is located in Beijing city, where modest public infrastructure and health services are available. It is the foremost political and cultural metropolis in China. The city has excellent health services available. In general, rent for apartments in central locations is high relative to other regions in China, but quality is good. Beijing is well served by many shopping malls, large supermarket chains, and international brands. Buses and subway are the most common form of mass transportation. Metered taxis are widely available and domestic and regional travel by train and airplane is popular.

The National Youth Volunteer receives a standard volunteer living allowance (VLA), which is intended to cover their accommodation and basic living expenses. In China, the VLA is 6,534 RMB per month. The National Youth UN Volunteer is entitled to an excellent health, life, and disability insurance package, and 2.5 days personal leave per month and UN official holidays.
Assignment Details

Assignment Title

Communication Assistant

Organizational Context & Project Description

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women’s rights at the centre of all its efforts, the UN Women will lead and coordinate United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world.

The COVID-19 pandemic is putting an unprecedented and significant strain on the global economy and public health systems. It is also moving beyond the health issues and magnifying inequalities and the multiple different forms of discrimination faced by women and girls, posting serious socio-economic threat to women’s employment and livelihoods in the labour market and workplace, especially in the informal sectors.

In view of this, UN Women China office launched a project “Supporting Women to Recover from Socio-Economic Impacts of COVID-19”. This two-year project will implement in the two most affected cities in China, namely Wuhan and Tianjin. The project will engage women-owned small and medium enterprises (SMEs) and women workers in the development of, and are supported to access, economic recovery solutions for income loss; build the Institutional capacities and resilience of women-owned SMEs in preparedness and contingency planning for future emergencies are strengthened; and promote the role of women and their leadership in the COVID-19 response and recovery through innovative means.

The UN Volunteer will have experience in communications and be strong in networking skills. She/he will work in close collaboration with the WEE team and communication team of the UN Women China office, women-owned SMEs, media and other partners as necessary to innovatively conduct the communication work ensuring successful advocacy and communication result.

Sustainable Development Goals

5. Gender Equality

Task description

Under the supervision of the Programme Analyst (WEE), the primary responsibilities of the consultant include:

- Develop communication materials in both Chinese and English of the COVID-19 recovery project;
- Use innovative storytelling techniques to showcase role of women as first responders to COVID-19 and documented good practices in catalyzing their leadership and participation;
- Organize innovative online campaign to promote women’s role and leadership in economic and income recovery, and increase the understanding of gender perspective in emergencies such as COVID-19 (such as female medical workers);
- Provide support and participate to WEE events when necessary, such as CSR conference or policy dialogue event with ILO.

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 team member of UN Women in China Office, the UN Volunteer will provide efficient, timely, responsive, client-friendly and high-quality support rendered to the organization and its beneficiaries in the accomplishment of her/his functions, including:
- Design and conduct online campaigns to promote women’s contribution and leadership in COVID-19;
Qualifications/Requirements

Required Degree Level  
Master degree or equivalent

Education - Additional Comments  
Master's degree preferably in communication, journalism, public relations, social science, gender studies or any related field.

Required experience  
12 months

Experience Remark  
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.);
- Experience working on gender issues;
- Some graphic design on photoshop or video editing experience is helpful;
- Prior experience working for the UN is an asset.

Language  
- English (Mandatory), Level - Fluent
- AND - Chinese (Mandatory), Level - Fluent

Area of Expertise  
- Journalism, mass media and broadcasting Optional
- Development programme/project administration Mandatory
- Other communications related experience Mandatory

Area of Expertise Requirement  
- Demonstrable interest in innovative media package design including developing communication audio and video products, using social media for communications, leading project's communication efforts, outreach, and social mobilisation.
- Demonstrated strong writing skills in both English and Chinese.

Need Driving Licence  
No

Competencies & Values  
- Accountability
- Communication
- Ethics and Values
- Integrity

We are inspiration in action
Conditions of Service and other information

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 and final repatriation (if applicable).

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 CHNR000140-7492

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: 02-08-2020

doa.apply_url https://vmam.unv.org//candidate/show-doa/Q0hOUjAwMDE0MA==

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.