UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CMRR000402--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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Cameroon</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>World Health Organization</td>
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<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>24 months</td>
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<td>Expected Starting Date</td>
<td>01-07-2020</td>
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<tr>
<td>Duty Station</td>
<td>Yaounde [CMR]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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<td>Assignment Place Remark</td>
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This assignment is in the framework of the Africa Women Health Champions to improve health and gender equality initiative. African female candidates are strongly encouraged to apply.

Dependent on continuation of mandate, availability of funding, operational necessity and satisfactory performance; there is no guarantee of assignment extension.

Living Conditions

World Health Organization (WHO) Office in Yaounde are located in the Bastos district, where most Embassies and International Organizations have their offices. A number of services (banks, international schools, etc.), restaurants and supermarkets are located in Bastos. In fact, most expatriates live in this neighborhood.
Transportation in Yaoundé can be done by taxi, although it is recommended to call private taxis rather than street taxis for security reasons. The security situation in the city of Yaoundé is partially satisfactory, although it should be noted that petty crime is the main threat in the city of Yaoundé. As the political capital and seat of the institutions of the Republic of Cameroon, Yaounde has a large Police and Gendarmerie presence. The main crimes concern burglaries in houses and armed robberies perpetrated by small groups of bandits. These criminal acts are mostly perpetrated overnight. In the country, travel to the Far North, North and Adamaua regions, as well as the South and North West regions, requires authorization from the UNDSS and is limited to official business travel.

**Assignment Details**

<table>
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<tr>
<th>Assignment Title</th>
<th>Communications Officer</th>
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<tr>
<td><strong>Organizational Context &amp; Project Description</strong></td>
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<td>In the context of the WHO strategic direction at the country level, the UN Volunteer will deliver a well-rounded communications plan, and contribute to the regional and global communications strategies; identify subjects of interest to develop advocacy/communications activities; ensure the accurate and timely production and dissemination of high quality public information products to highlight WHO's work on the ground; promote achievements and results towards reaching the WHO triple billion targets; build contacts with the press/media and optimize networking opportunities.</td>
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**Sustainable Development Goals** 3. Good Health and Well-being

**Task description**

The UN Volunteer, being the communication and advocacy focal point, will report to the WHO Representative in the Country office or the Technical Cluster Director in the Regional Office. The officer will collaborate with the Regional Communications Manager. The first line responsibility involves promoting effective communication strategies and establishing press/media networks. S/he will engage with subject matter experts in the organization to agree on best tactics to advocate WHO's work, goals and achievements. The incumbent will also liaise with a broad range of officials from the press and media, partner organizations and institutions, health cluster partners and official representatives from the national authorities to obtain information and, as necessary, provide advice on communication opportunities.

1. Develop and implement communications plans which includes a timeline of key communications products.
2. Identify subjects/stories of interest pertaining to WHO efforts at the country or Regional level to develop communications products such as feature stories, press releases and social media posts.
3. Work together with WHO Country office and the Regional Communications Team to conceptualize a set of new advocacy documents to inform stakeholders and the general public about WHO's
response, co-develop, as relevant, high quality media tools, including audio-visual, photographic and
printed materials, television and radio programmes, multimedia presentations, social media, videos
and press releases, bulletins etc., to promote WHO's visibility, achievements and success stories.

4. Liaise with the press/media to advocate and disseminate information on WHO work as well as
relevant events such as WHO campaigns. Organize interviews and filming opportunities to support
high-visibility of WHO achievements through television, radio and newspapers, etc.

5. Manage the development and maintenance of content for the country website and social media
platforms, in compliance with guidelines and standards used throughout the Organization, to ensure
consistency of approach. Critically review and improve contents.

6. Prepare communication and advocacy products and statements to be used by the Resource
Mobilization team in convincing and encouraging donors to rapidly fund the overall health sector
response to affected populations.

7. Collaborate with all relevant actors, including the health cluster, regional and field offices, other WHO
departments, UN agencies, and other partners to identify and create communication opportunities
and prepare communication campaigns on specific topics.

8. Represent the WHO Country Office (WCO) in the UN Communication Group and provide appropriate
technical support as required.

9. Organize advocacy events, press interactions and meetings to increase the visibility of WHO and
knowledge about the work of the WCO;

10. Support Ministry of Health (MoH) public communications during key health events including health
emergencies, through the development of talking points, press releases, press statements and other
media products.

11. Perform any other communication specific related duties, as required by the functional 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

1. At the end of the assignment, it is expected that the UNV will have developed and imple-mented an Internal Communications Strategy that supports
timely, relevant and easily accessible information sharing.

2. He/She should have supported senior management in the implementation of new policies or initiatives and developed products to support specific
staff engagement and internal campaigns, events.

3. The incumbent would have led the design and management of the AFRO Intranet to maxim-ize access to information across the Region.

- 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
Bachelor degree or equivalent

Education - Additional Comments

- A first university degree in communication, journalism, political science or international relations or related field from an accredited/recognized institute.
- Desirable Education: Formal qualification in public health; Courses in communication techniques such as graphic design, visual language and in the use of social media. Training in risk communication is an asset.

Required experience
36 months

Experience Remark

- At least 3 - 5 years of professional work experience at the national and international level, in external communications. Proven experience in writing engaging communications materials.

Desirable Experience:

Prior working experience with WHO/UN or with an international nongovernmental organization; experience in organizing advocacy campaigns and experience in managing publishing processes. Proven experience in writing advocacy documents. Proven experience in taking photographs or filming video which are of professional quality.

Language

- English (Mandatory), Level - Fluent
- AND - French (Mandatory), Level - Fluent

Area of Expertise

- Journalism, mass media and broadcasting Mandatory
- Other communications related experience Optional

Area of Expertise Requirement

Skills:

- Proven skills in the development and implementation of communications plans
- Proven skills in writing feature stories and other key communications products
• Proven skills in engaging with national, regional and international media and securing media coverage
• Excellent interpersonal skills complemented by the ability to conceptualize ideas and advocate consensus.

Need Driving Licence: No

Competencies & Values
• Adaptability and Flexibility
• Commitment to Continuous Learning
• Communication
• Integrity
• Professionalism
• Working in Teams

Conditions of Service and other information

Condition of 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.

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

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.

Application Code CMRR000402-6581

Application procedure

- Not yet registered in the UNV Talent Pool?

1. Please first register your profile at https://vmam.unv.org/candidate/signup

2. Important: After creating your account, complete all sections of your profile and submit it.

3. 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?
1. Please first update your profile at https://vmam.unv.org/candidate/profile.

2. Then go to ’My Page’ at https://vmam.unv.org/candidate/mypage and,

3. Click on the ‘Special Calls’ hyperlink to select the special call to which you would like to apply.

NB: This is a national UN Volunteer assignment, therefore only nationals of (the Programme Country) and legal residents in (the Programme Country or territory) with the status of refugee or with the status of being stateless are eligible to apply.

Female candidates are strongly encouraged.

Application deadline: 27/03/2020

- Si vous n’êtes pas encore enregistré(e) dans la base des données du programme VNU


2. Après avoir créé votre compte, complétez toutes les sections de votre profil et soumettez-le.


- Si vous êtes déjà enregistré(e) dans la base des données du programme VNU

1. Veuillez d’abord mettre à jour votre profil à l’adresse https://vmam.unv.org/candidate/profile

2. Ensuite, allez à ’Ma page’ à https://vmam.unv.org/candidate/mypage

3. et cliquez sur le lien « Recrutement spécial » et sélectionnez l’appel spécial auquel vous souhaitez postuler


Les candidatures féminines sont vivement encouragées.

Date limite de candidature: 27/03/2020