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.

Country of Assignment: Fiji

Host Institute: Resident Coordinator Office

Volunteer Category: International Specialist

Number of Volunteer: 1

Duration: 12 months

Expected Starting Date: Immediate

Duty Station: Suva [FJI]

Assignment Place: Family Duty Station

Assignment Place Remark:
The Monthly Living Allowance (MLA) is about USD 2,250 and an additional monthly family allowance will be paid for recognized dependents as per the UNV Conditions of Service.

Living Conditions:

Fiji, one of the larger countries of the South Pacific region, has a relatively high level of human development and is one of the most developed economies in the region. Fiji became independent in 1970. Its multi-ethnic population, which numbers approximately 900,000, is growing slowly due to a moderately low level of fertility and a high level of emigration. The economy rests primarily on sugar production and tourism but is becoming more diverse, with manufacturing now an important sector of employment. The unit of currency is Fiji Dollar.

Fiji comprises of approximately 330 islands, approximately third of which are inhabited. Fiji covers about 1.3 million square kilometers of the South Pacific Ocean. The two major islands are Viti Levu and Vanua Levu. The capital city is Suva and is located on the South-Eastern side of the main island of Viti Levu. The population is made up of a mixture of native Melanesian and Polynesian islanders, and a blend of Indian, European, Chinese, Rotuman, and Rabi islanders making it a rich and vibrant mix of cultures, sights, sounds, and exotic island delicacies. English is spoken widely on the Island and it is the common...
language of communication although the native indigenous Fijian language is spoken by many as is the Hindi language.

Fiji enjoys a mild and stable climate most of the year, due to the large expanses of open water that surround its islands. The wet season extends from November to April, but rainfalls throughout the year. Tropical cyclones can blow up between November and April, although they are rarely dangerous. Fiji enjoys year-round tropical temperatures of between 25-29 degrees with generally high humidity, making it a perfect location for sun-lovers.

Suva, the capital of Fiji, has a population of approximately 141,000, and it is a multiracial and multicultural city. Suva is the largest city in the whole of the region but remains easy-going and friendly. It has reasonably modern facilities including two large hospitals, sporting facilities, restaurants and supermarkets. Modest accommodation is readily available in Suva, but availability of small apartments is limited; an open mind and flexibility come in handy when looking for housing in Suva. The public transport is quite good: local busses run every day of the week, and taxis are affordable. Public transport is available also for exploring and visiting other parts of the country, which provides plenty of opportunities for outdoor activities and tropical nature.

Fiji along with many other Pacific islands is known for being one of the friendliest nations in the world. It is a unique country and UN RCO is a unique human rights operation. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential

### Assignment Details

**Assignment Title**

Spotlight Communications Officer

**Organizational Context & Project Description**

The UNRCO fulfills ten core coordination functions, namely strategic analysis and planning; oversight of the UN country programming cycle; representation of and support of UN Secretariat and UN agencies (incl. non-resident agencies); support to national coordination systems and processes; development and management of shared operational support services; crisis management preparedness and response; external communication and advocacy; human rights and development; joint resource mobilisation and fund management; and general UNCT oversight and coordination. This position is part of the Resident Coordinator Multi-Country Office in Fiji, with a focus on the Spotlight Initiative. The Spotlight Initiative is a global, multi-year partnership between the United Nations (UN) and the European Union (EU), focusing on eliminating all forms of violence against women and girls (VAWG). The initiative places SDG 5 at the centre of efforts (as well as SDG16) with the aim to provide an enabling environment for the implementation of all goals. Spotlight provides a model for partnership with donors, civil society, and all UN partners, to deliver on the Sustainable Development Goals (SDGs) in a comprehensive manner leveraging comparative expertise.

The UNRCO in Fiji coordinates two Spotlight Initiative Programmes: The Pacific Regional Programme and the Vanuatu Country Programme. The Spotlight initiative in the Pacific focuses on Intimate partner (physical, sexual and emotional) violence (IPV) to address the continuum of gender-based violence in the Pacific region. The Initiative aims at improving access to services, particularly for those most left behind and will build upon existing programmes, both at the country and regional level. The Spotlight Initiative builds on existing Pacific Islands Forum commitments as well as country-specific commitments in Fiji, Republic of Marshall Islands and Solomon Islands to ending domestic and intimate partner violence. The programme will focus on understanding the cost of violence through research, and improved planning and budget allocations to address violence and supporting CSO to advocating governments to increase funding based on evidence and increasing the quality and availability of administrative data.

In Vanuatu, the Spotlight Initiative complements work already underway by our partners to end violence against women and girls. It also brings together several UN agencies and all partners working to end violence against women and girls in Vanuatu. The Spotlight Initiative in Vanuatu is focused on working in line with a comprehensive approach across all six pillars of the Global Spotlight program (Laws and policies; Institutions; Prevention; Services; Data; and Civil Society

**Sustainable Development Goals**

5. Gender Equality
Under the direct supervision of the Spotlight Initiative Coordinator for the Pacific Regional Programme and the Vanuatu Country Programme, and in close coordination with the respective Technical Coherence Leads and RUNOs, the consultant will lead the development and implementation of the Spotlight communications and visibility strategy and action plan in close collaboration with Spotlight Team Colleagues, the EU/EC Pacific Communications Team, Civil Society Organisations, national entities and CROP agencies. This includes but is not limited to:

- Lead the development of comprehensive and realistic communication and visibility plans and strategies, as per global Spotlight Visibility Guidelines;
- Track progress against established work plans and outputs;
- Coordinate the implementation of visibility, communications, and outreach activities with recipient UN agencies and other partners, ensuring compliance with Spotlight Initiative communications guidelines and that all Spotlight Initiative programming and activities are appropriately managed, branded, and communicated;
- In close liaison with Spotlight colleagues based in the Recipient UN Agencies ensure regional and country context-appropriate communication and visibility;
- Manage, evaluate, and implement high impact Spotlight communications’ product and design and maintain a digital presence, including robust social media footprint for the Spotlight Initiative;
- Identify and compile success stories and programme achievements and manage knowledge sharing among recipient UN agencies;
- Ensure wide dissemination and visibility of programme achievements;
- Manage contracts with consultancies and vendors related to Spotlight communication and external relations;
- Provide input and support to Spotlight narrative reporting processes;
- Support the preparation, implementation, and follow-up of Steering Committee meetings, other high-level events, training, and workshops related to the Spotlight Programme;
- Provide communications and advocacy support to joint national campaigns, launching initiatives, and publications with a focus on Spotlight;
- Establish a platform for the sharing of knowledge and communications to ensure the highest level of coordination and standardised best practices, including proactive communications with civil society reference groups and partners;
- Foster partnership with government, civil society, NGOs, development partners and UN agencies;
- 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 RCO Multi-Country Office team member, efficient, timely, responsive, client-friendly and high-quality support rendered to RC Multi-Country Office and its partners in the accomplishment of her/his functions, including:

- Spotlight Initiative Programme is enjoying innovative, efficient, context-related communication and visibility as per global guidelines and conducted in close collaboration with all Spotlight Partners.
- Development & implementation of comprehensive and realistic communication and visibility plans and strategies supporting all Recipient UN agencies ensuring common messaging and branding. Partnership with government, civil society, NGOs, development partners and UN agencies resulting in new entry points for cooperation within the area of eliminating violence against women and girls. The RCs and the Spotlight Team have consistently updated and accurate documents to strengthen dialogue with partners. The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
Qualifications/Requirements

Required Degree Level
Master degree or equivalent

Education - Additional Comments
Advanced university degree (Master’s degree or equivalent) in communication, journalism, international relations, public information or related field. 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
60 months

Experience Remark
- A minimum of five years of progressively responsible experience in public information, journalism, international relations, public information or related area is required.
- Two years of experience in developing and implementing strategic, multimedia, and public information campaigns for a diverse audience is required.
- Two years of experience interacting with and managing relations with the media is required.
- Experience working with digital communication platforms in an official capacity, including on content creation, audience engagement and results in monitoring is desirable.
- Experience with inter-agency or inter-organizational collaboration in the development sector is desirable.
- Experience managing resources, including personnel and budget, to support communications and advocacy activities, is desirable.
- Experience working in the political, social and economic context of the region of responsibility is desirable.

Language
- English (Mandatory), Level - Working Knowledge
- And One of these - French, Spanish (Optional), Level - Working Knowledge

Area of Expertise
- Journalism, mass media and broadcasting Mandatory
- Gender equality and the advancement of women Optional

Area of Expertise Requirement
Demonstrated awareness and sensitivity on gender equality, human rights, and/or gender-based violence.
Experience in communications and social media outreach;
Experience in online content development is desirable;
Prior experience with the multilateral system is desirable;
Self-starter; organized; able to multitask, balance multiple responsibilities

Need Driving Licence
No

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.

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
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;

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- 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**

**FJIR000119-8860**

**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:** 07 March 2021

**doa.apply_url**

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

**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.*