UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

GHAR000338--Communication 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>
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<tr>
<th>Country of Assignment</th>
<th>Ghana</th>
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<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>12 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Accra [GHA]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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Living Conditions

The incumbent will be based in Accra, Ghana which is relatively safe location and currently classified as hardship category B. Transport, medical, education, and other services are at a higher level compared to other countries in the region. At the sea level, the climate of the country is tropical – hot and humid with average yearly temperatures of about 27°C (80°F) and little daily variation. At the interior’s higher attitudes, the average yearly temperature is 20°C (68°F), and nights are generally cool. Annual rainfall varies from 500 centimeters (200 in.) on the southwestern slopes to 100 centimeters (40 in.) in the northern lowlands. The rainy season runs from October to May. The total population of Ghana is currently estimated at 30,000,000. Ghana is a Greenwich Mean Time (GMT) country.

Accommodation can be rented from 600$ to 1000$ per month and meals at restaurants cost between...
10$ and 60$. Food, household commodities and clothing can be found in shops and markets at reasonable prices. An entry visa is required for majority of travelers and must be obtained prior to arrival from an Embassy. The Cedi is the local currency and according to the UN exchange rate system; 1 USD is equivalent to 5.49 GHS (February 2020). Commercial banks are operating in the country and credit cards are accepted in hotels, restaurants and supermarkets.

English is the official language in Ghana, however, several local languages are spoken and for many people, their local language is their first language.

Assignment Details

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<tr>
<th>Assignment Title</th>
<th>Communication Officer</th>
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<td>Organizational Context &amp; Project Description</td>
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In the context of the WHO strategic direction at the country level, the incumbent 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.

Sustainable Development Goals

3. Good Health and Well-being

Task description

The incumbent, 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 officers 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, target audiences, health cluster partners and official representatives from the national authorities to obtain information and, as necessary, provide advice on communication opportunities.

Organizational Context (Describe the work environment, the role of the individual within the team – team member, specialist, adviser, facilitator, coordinator/manager, representative, expert, authority in the field, etc; available guidelines and degree of independence in decision making, and nature and purpose of contact within and outside the Organization):

The incumbent, being the communication and advocacy focal point, will report directly to the Partnership, Planning and Performance Lead, under the matrix reporting to the AFRO Regional Communications Manager and under the overall guidance of the WHO Representative in the Country office. The officers
will collaborate with relevant technical officers in the RO. 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, target audiences, health cluster partners and official representatives from the national authorities to obtain information and, as necessary, provide advice on communication opportunities.

Summary of Assigned Duties (Describe what the incumbent has to do to achieve main objectives; include main achievements expected):

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

- 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

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<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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**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 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

Area of Expertise

• Journalism, mass media and broadcasting Mandatory

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

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        GHAR000338-6540

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?

10 Mar 2020
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.

**NB:** This is a national UN Volunteer assignment, therefore only nationals of Ghana and legal residents in Ghana 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: 22-03-2020

doa.apply_url https://vmam.unv.org/candidate/show-doa/R0hBUjAwMDMzOA==

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.