UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

GMBR000018--Communication Associate

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: Gambia
Host Institute: United Nations Population Fund
Volunteer Category: National Specialist
Number of Volunteer: 1
Duration: 12 months
Expected Starting Date: Immediate
Duty Station: Banjul [GMB]
Assignment Place: Kerewan, North Bank Region
Assignment Place Remark: Family Duty Station

Living Conditions

The country has recently embarked on a transition to a democratic civilian government. The security situation in the Gambia is considered to be calm and is classified by the UN as a family duty station. The UN Volunteer is expected to dwell in Kerewan, in North Bank Region, and is required to perform regular field missions across the target LGA. Amenities and facilities such as hospitals, running water, electricity may be limited.

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the malicious insurance plan.

Assignment Details
Assignment Title: Communication Associate

Organizational Context & Project Description

UNFPA is the United Nations Population Fund. Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

UNFPA Supports reproductive health care for women and youth in more than 150 countries – which are home to more than 80 per cent of the world’s population, the health of pregnant women, especially the 1 million who face life-threatening complications each month, reliable access to modern contraceptives sufficient to benefit 20 million women a year, training of thousands of health workers to help ensure at least 90 per cent of all childbirths are supervised by skilled attendants, prevention of gender-based violence, which affects 1 in 3 women, abandonment of female genital mutilation, which harms 3 million girls annually, prevention of teen pregnancies, complications of which are the leading cause of death for girls 15-19 years old, efforts to end child marriage, which could affect an estimated 70 million girls over the next 5 years, delivery of safe birth supplies, dignity kits and other life-saving materials to survivors of conflict and natural disaster and censuses, data collection and analyses, which are essential for development planning.

In 2018, UNFPA launched efforts to achieve three transformative results, ambitions that promise to change the world for every man, woman and young person: Ending unmet need for family planning, ending preventable maternal deaths and ending gender based violence and harmful practices.

UNFPA The Gambia has received a grant from the United Nations Peacebuilding Fund (PBF) to implement a project with the following objectives:

1. Youth and women participate in decision making and early warning processes at community and regional level that promotes peace building and national identity.
2. Community and regional leaders are aware, accept and support the role of women and youths in achieving peace building and national identity.

Sustainable Development Goals: 17. Partnerships For the Goals

Task description

The Communication Associate position is located at the UNFPA Country Office and reports to the Programme Analyst Communication.

The Communication Associate is part of a team, led by the Head of Office. He/She works in close collaboration with the Programme and Operation Teams and is under the direct supervision of the Programme Analyst Communications to ensure effective support to UNFPA CO on communication and visibility matters of UNFPA’s Peacebuilding Project.

The successful candidate will:
Support the development of the advocacy and strategic communications strategy for the Peacebuilding Project and support the management its effective implementation and continuous review and updating. This would include identifying good practices, setting key messages, and planning, developing and distributing communication materials.

Provide substantive inputs into impact evidence generation and dissemination by synthesizing and packaging into audience-friendly formats lessons learned, best practices success stories, and replicable strategies and approaches from conducted programme and project evaluations. S/he would also create mechanisms for strategically sharing and applying this knowledge.

Provide guidance and technical support to programme specialists in the translation and mass or targeted dissemination of the knowledge and related materials from CO-supported programmatic activities as high impact public communication and advocacy products.

Support the visibility and public information for the Country Office including design and maintenance of CO website, newsletter, informational materials (brochures, flyers, etc.) and social media platforms with content on the Peacebuilding Project.

Support external communications, media relations including maintaining and updating a directory of media contacts nationally and internationally. S/he supports CO engagement using multiple channels and strategies.

Serve as CO alternate representative to the UN Communications Group and any other relevant group

Any other tasks assigned

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 UNFPA team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNFPA and its beneficiaries in the accomplishment of her/his functions, including the following tangible and measurable outputs:

- High visibility of PBF Project activities led by UNFPA
- Improved communication and public information by the Country Office
- Strengthened Country Office social media platforms
- Well managed photo and video bank for documentation of CO activities
• 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.

• 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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<tr>
<td>Education - Additional Comments</td>
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<tr>
<td>• Bachelor’s degree or equivalent in Communication, Journalism, Mass Media, Development Studies and/or other relevant social science field.</td>
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<td>• Good writing and communication skills;</td>
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<td>• Photography and videography skills are an added advantage;</td>
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<td>• Computer literacy – MS OFFICE [Excel, Word, PowerPoint, Outlook etc.].</td>
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<th>Required experience</th>
<th>36 months</th>
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<td>Experience Remark</td>
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<td>• Professional experience in area of Advocacy, Strategic Communications, External Relations, or programme/project management in the development sector is highly desirable.</td>
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<td>• Strong interpersonal and organizational skills;</td>
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<td>• Experience in working on new and traditional media platforms;</td>
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<td>• Demonstrated ability to work in a team environment.</td>
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Language Skills
• English (Mandatory), Level - Fluent

Area of Expertise
• Journalism, mass media and broadcasting Mandatory
• Public information and reporting Mandatory

Area of Expertise Requirement

Need Driving Licence | No

We are inspiration in action
Competencies & Values

- Adaptability and Flexibility
- Commitment to Continuous Learning
- 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:

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 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: GMBR000018-4720

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.

This is a national UN Volunteer assignment, therefore only nationals of Gambia 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.


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.