# UN Volunteer Description of Assignment

**HTIR000168--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>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Haiti</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>Resident Coordinator Office</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<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>Port-au-Prince [HTI]</td>
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<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
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### Living Conditions

Haiti is non-family duty station. The country is mostly mountainous, with a tropical climate. There are two rainy seasons (April-May and September-October). The hurricane season occurs from June to October and the average temperature is 25 degrees Celsius.

Health: UN Volunteers should be aware that they are exposed to a number of tropical diseases and should complete all medical formalities specified in the offer of assignment before travelling and bring with them sufficient and appropriate medical supplies. The following vaccinations are required and/or recommended prior to travel or upon arrival: typhoid, hepatitis A and B, yellow fever (required for travellers arriving), polio, rabies, tetanus/diphtheria, measles-mumps-rubella (MMR), malaria (prophylaxis is recommended for almost all parts of the country). UN staff has access to a medical clinic during office hours. There is also a selection of other health facilities available in Haiti, although for any major surgery...
or tests, you may be referred to the Dominican Republic or Miami.

Accommodation: Most UN Volunteers share houses/apartments in compounds. The UNV Field Unit assists in identifying an apartment or house, e.g. by arranging to visit houses that are currently available.

Security: Port-au-Prince is currently in Security Phase III and United Nations’ Security Clearance is required to travel to Haiti. UNVs are required to complete the two modules of the “Security in the Field” programme (Basic and Advanced) and to apply for security clearance on TRIP before starting the travel to Haiti. Security briefings will be provided by both UNDP Security Unit and UNDSS upon arrival.

Transport: There is no adequate public transportation in Haiti. The settling-in-grant paid at the beginning of the assignment includes a provision for temporary accommodation immediately upon arrival and local transportation needs during the course of the assignment.

Power and water: in most regions, including Port-au-Prince, both electricity and water is readily available. Most hotels have secured water and generators in the event of a power failure.

Food and diet: fresh food is seasonal but varied. Most staple foods are common in the supermarkets. Port-au-Prince has a selection of reasonably priced restaurants with good health standards. Restaurants can be found in the provinces as well, but the standard, the quality of food and the level of hygiene may be limited, while availability of certain foods may be limited or seasonal as well. The usual precautions need to be taken when eating outside the home: no salads, bottled water and all meat to be thoroughly cooked. Minor stomach upsets are almost inevitable at some stage.

Bank and Communication: Upon your arrival in Haiti, your account will be opened with a foreign bank. The currency of account is normally USD. You can purchase SIM card in Haiti from any of the leading telephone companies for your personal use; if required (on the basis of your working requirements), you can be issued an official SIM card by the mission (upon request of your respective section).

Clothing: Climate in Haiti is tropical – we suggest bringing some warm clothes for evening use (not frequently), rain coat or umbrella, sun glasses, hat, long sleeves clothes to be protected from sun and mosquitoes.

Haiti is a unique country; however it requires more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in hazardous and harsh conditions involving physical hardship and little comfort are absolutely essential.

Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Communication Officer</th>
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<tr>
<td>Organizational Context &amp; Project Description</td>
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The Office of the Deputy Special Representative of the Secretary-General, Resident Coordinator

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
The Office of the Deputy Special Representative of the Secretary-General, Resident Coordinator, Humanitarian Coordinator in Haiti is responsible for (a) strengthening joint UN strategy building on the basis of common objectives and priorities and ensuring a coherent, integrated approach between the United Nations Country Team, the UN Mission (BINUH), the Office for the Coordination of Humanitarian Affairs (OCHA) and humanitarian partners, in the planning, communication and implementation of the UN joint planning instruments, such as the UNDAF. joint programmes and the Integrated Strategic Framework, and (b) ensuring coordination within the United Nations Country Team, the Humanitarian Country Team, improve UN system wide coordination as well as linkages with the government, major donors and other stakeholders in matters concerning peace and stability, good governance, development, gender and humanitarian activities, in a way that is supportive of national priorities, that strengthens national leadership and institutional capacities and is inclusive of civil society participation in national decision-making processes.

The incumbent will provide a particular support to the development of a strategic communications plan to profile and position the work related to the United Nations Peacebuilding Fund (PBF) and the Spotlight Initiative, to ensure the availability and access of relevant information to key audiences including the media, public, government counterparts, and the international community.

The Communications Officer is expected to work in close coordination with the PBF and the Spotlight Initiative implementing agencies as well as with the Public Information Office of BINUH to ensure the successful implementation of the strategic communications plan and support the UN Country Team (UNCT) and UN Communications Group (UNCG) as required.

**Sustainable Development Goals**

16. Peace, Justice and Strong Institutions

**Task description**

Within the terms of the organization’s delegated authority and under the direct supervision of the Head of the RCO, the Communication Officer will be responsible for the following duties:

Development and successful implementation of a strategic communications plan:

- Develop a strategic communications plan in consultation with the communications officer of the RCO;
- Collaborate with PBF and Spotlight Initiative (SI) implementing agencies to ensure a synergized approach for all communications related to the PBF and SI portfolio;
- Promote trilingual communications, which is sensitive and effective across different constituencies.

Support consultation and outreach initiatives:

- Provide logistical support to the organization of stakeholder consultations and workshops;
- Record discussions and key decisions taken during meetings, and ensure timely sharing of notes etc.;
- Prepare updates for the PBF and SI websites on key issues;
- Work closely with the Communications colleagues and relevant government partners to prepare for media events/briefings.
Ensure PBF and SI results and events are promoted amongst key stakeholders and in the media:

- Establish a network of Communications officers amongst the Recipient UN Organisations with whom to liaise for the collection of stories on PBF and SI results;
- Work with UN agencies to ensure stories are regularly available on results i.e. human interest stories, interviews, case studies, project launches, donor visits etc;
- Ensure that key lessons and best-practices are shared;
- Liaise with PBSO and SI and UN agencies to agree on common approaches to visibility items – i.e. logos etc;
- Drawing on the information collected in annual/semi-annual reports etc, design and produce updates that can be shared with donors in country (i.e. a brochure on results in Haiti etc.);
- Monitor media for PBF and SI related coverage and provide necessary analysis;
- Support all PBF and SI related media events.

Ensure development and effective management of PBF and SI related webpages, and knowledge products:

- Ensure all PBF and SI key events/launches/activities are profiled on the website;
- Maintain a library of photographs/videos etc. from PBF and SI projects/events;
- Support the development and management of relevant knowledge products.

Support wider functions of the BINUH PIO and UN Communications Group:

- Support the organization of smooth conduct of major UN events such as ‘UN Day’, launches of reports and joint programmes and international UN missions;
- Provide support for the drafting of media releases, press statements and speeches – in particular those related to peacebuilding and gender;
- Support BINUH PIO and UN Communications Group as a required.
- Contributes to the quality of BINUH’s management and special documents, such as the Secretary-General’s report, Results-Based Budget, etc.
- Drafts reports on behalf of the Office SRSG
- Prepares regular inputs to BINUH code cables, sitreps, briefs.
- Perform any other related task as assigned by the DSRSG/RC/HC or Head of the RC Office

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 achievement of the key results will positively impact the UN’s ability to support and influence the peace, development and gender agenda in Haiti, promote progress and key messages to partners, the public and media through effective communications and dissemination of information on the UN’s mandate, programmes and priorities. This will help to build and strengthen strategic partnerships, promote greater transparency and accountability, and support resource mobilization.

- 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**

<table>
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<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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<tbody>
<tr>
<td>Education - Additional Comments</td>
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<tr>
<td>Master’s degree in Communications, Public Relations, International Development and Cooperation, Social Sciences, or other relevant field;</td>
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<tr>
<th>Required experience</th>
<th>24 months</th>
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<tr>
<td>Experience Remark</td>
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<tr>
<td>Two years of relevant working experience, especially in an interagency environment or relief operation is an asset;</td>
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**Language**

- French (Mandatory), Level - Fluent
- AND - English (Mandatory), Level - Fluent
- AND - Crioulo (Optional), Level - Working Knowledge

**Area of Expertise**

- Social inclusion Optional
- Public information and reporting Mandatory
- Other civil society or community development experience Optional

**Area of Expertise Requirement**

- Sound computer skills; proficiency in standard Microsoft Office applications, email/internet; particularly knowledge and practical experience in spreadsheets (Excel);
- Fluency in both English and French (both oral and written);
Ability to work with an emphasis on result, productivity, efficiency and effectiveness;
Ability to perform duties under stress and in insecure, isolated and potentially hostile environments;
Have affinity with or interest in humanitarian relief, post-conflict situations, volunteerism as a mechanism for durable development, and the UN System.
Knowledge of the region will be an asset
Fluency in English and French. Knowledge of Haitian creoule is an asset

Need Driving Licence
No

Competencies & Values
- Commitment and Motivation
- Managing Performance
- Professionalism
- Self-Management

Conditions of Service and other information

Condition of Service
Click here to view Conditions of Service

Conditions of Service for International Specialist:

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 Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US$ 1,631. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website http://icsc.un.org.

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

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**  
HTIR000168-5876

**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?  
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: 17-Dec-2019**

doa.apply_url  
https://vmam.unv.org//candidate/show-doa/SFRJUjAwMDE2OA==

**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.