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**
Iraq

**Host Institute**
UN-Habitat

**Volunteer Category**
National Specialist

**Number of Volunteer**
1

**Duration**
3 months

**Possibility of Extension**
Yes

**Expected Starting Date**
Immediate

**Duty Station**
Erbil [IRQ]

**Assignment Place**
Non-Family Duty station

**Assignment Place Remark**

Living Conditions
As this is a national UNV assignment, the incumbent will be responsible for arranging his/her own housing and other living essentials. This position is based in Erbil, with travel required to other areas.

Assignment Details

**Assignment Title**
Communications Specialist

**Organizational Context & Project Description**

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
The United Nations Human Settlements Programme, UN-Habitat, is the United Nations agency for cities and human settlements. UN-Habitat’s humanitarian work is guided by its Strategic Policy on Human Settlements in Crisis and the agency is a member of the Inter-Agency Standing Committee (IASC). At the core of UN-Habitat’s work is UN-Habitat People’s Process and New Urban Agenda, which places participatory urban analysis, and planning as a central pillar of humanitarian response, recovery and the rehabilitation of fragile cities.

UN-Habitat has been active in Iraq since 1996. After 2003, UN-Habitat was largely engaged in early recovery efforts, particularly supporting internally displaced persons (IDPs) through the provision of shelter and reconstruction solutions. Since then, UN-Habitat Iraq’s portfolio has expanded beyond emergency response to include both humanitarian programmes, such as providing IDPs and returnees with shelter and water, sanitation and hygiene infrastructure, and promoting urban recovery of areas affected by conflict, and developmental programmes that delivers technical support to address durable solutions for IDPs and informal settlers as well as essential capacity building for relevant government institutions.

The objective of this assignment is to provide specialist communications, advocacy and visibility expertise and skills to programmes and projects implemented by UN-Habitat Iraq. The Communications Specialist is also expected to support UN-Habitat Iraq’s overall visibility and outreach activities under the guidance of its senior management.

Sustainable Development Goals

11. Sustainable Cities and Communities

Task description

Within the delegated authority and under the supervision of Head of UN-Habitat Iraq, and/or his/her designate, the Communications Specialist will be responsible for the following duties:

- Support UN-Habitat Iraq’s senior management and programme managers in the day to day implementation of communications and visibility activities;
- Identify and develop storylines for publications and substantive articles to be published on the web and in other media;
- Provide advice on outreach activities with the press and other communications target groups;
- Work with UN-Habitat Iraq’s senior management and programme managers to prepare and maintain feature articles and communications materials for the UN-Habitat Iraq’s social media platforms and UN-Habitat’s global website to enhance visibility of UN-Habitat Iraq;
- Assist in organizing communication and outreach activities and events in liaison with UN-Habitat Iraq’s senior management, programme managers, field-based staff and government counterparts;
- Undertake periodic field visits to gather communication and outreach materials;
- Collaborate with mass media through activities such as organizing project site visits, facilitating photo coverage and TV footage and utilizing both web-based and traditional media as appropriate;
- Monitor and evaluate the use and effectiveness of media materials and share results and findings; and
- Perform other duties as required.

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 key results and expected outputs include the implementation of communication and visibility strategies as well as the successful implementation of corresponding activities to achieve these outcomes.

- 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)
Qualifications/Requirements

Required Degree Level
Bachelor degree or equivalent

Education - Additional Comments
- Bachelor’s degree in communications, graphic design, public information, or other relevant field of studies is required

Required experience
24 months

Experience Remark
Minimum of 2 years of relevant experience after receipt of the required academic qualification in the relevant field is required.
Excellent command of English, both oral and written, is required.

Language
- English (Mandatory) , Level - Fluent
- AND - Arabic (Optional) , Level - Working Knowledge

Area of Expertise
- Web and graphic design Mandatory
- Public information and reporting Optional
- Other communications related experience Mandatory

Area of Expertise Requirement
Familiarity with relevant IT tools, software and applications, including office and communications-related publication software (including InDesign and PowerPoint)

Need Driving Licence
No

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

Conditions of Service and other information

Condition of Service
Click here to view Conditions of Service
Conditions of Service:


The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.

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 (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 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.

- 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**

IRQR000332-7768

**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 Iraq and legal residents in Iraq with the status of refugee or with the status of being stateless are eligible to apply.

**Application deadline:** 04-10-2020

**doa.apply_url**

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

**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.*