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: Jordan
Host Institute: UN Development Coordination Office
Volunteer Category: International Specialist
Number of Volunteer: 1
Duration: 12 months
Possibility of Extension: Yes
Expected Starting Date: Immediate
Duty Station: Amman [JOR]
Assignment Place: Family Duty Station
Assignment Place Remark:

Living Conditions

Location: The Hashemite Kingdom of Jordan is strategically located in the Middle East covering a diversity of landscapes. Bound by Syria to the north, Iraq to the northeast, Saudi Arabia to the east and south, the Red Sea to the south and Israel and the Palestinian National Authority to the west.

Weather: The weather in Jordan is not too extreme. Summer is dry, with temperatures regularly reaching 35 degrees centigrade. The winter is colder with temperatures often dropping to freezing point. Amman is hot and sunny from May to October with cool, pleasant evenings, whereas winters are rainy with occasional short snowfalls.

Safety and Security: Jordan is a relatively stable country. The potentials for internal or external armed
conflict are considered very unlikely in the current political environment. Peaceful demonstrations, and sometimes road blockages, do occur in Jordan motivated by domestic factors such as unemployment, deprivation of resources and development or for regional issues such as solidarity with the Palestinian cause or with the Syrian crises. Most of these events are driven by civil society unions and Islamic parties. Domestic tribal civil unrest sometimes turning violent especially outside the main cities due to tribal dispute or socio-economic reasons. In all occasions law enforcement agencies usually manage to contain the situation. Road traffic accidents are the primary threat against UN personnel in Jordan. Poor road conditions and bad driving behaviors are the main reasons for the high rate for traffic accidents.

Amman is a category A duty station with security level 1.

Transportation: Taxis are abundant and readily available in Amman. Public minibuses are the most common form of public transport. They normally only leave when full, so waiting times of an hour or more are inevitable, especially in rural areas. The larger air-con buses offer a speedy and reliable service, departing according to a fixed schedule.

Health Services: Medical facilities are generally very good, particularly in Amman where there are several modern, well-equipped public and private hospitals. Almost all doctors (and most pharmacists) speak English; many have studied abroad.

Language: The official language of Jordan is Arabic, but English is widely spoken – especially in the cities. Many Jordanians have travelled or have been educated abroad so French, German, Italian and Spanish are also spoken, but to a lesser extent.

Assignment Details

Assignment Title UN75 Communications Specialist

Organizational Context & Project Description

The UN Development Coordination Office (UN DCO) is the UN Office at the forefront of coordinating a collaborative contribution to the UN development system, towards its achievement of the Sustainable Development Goals. The position is located in the United Nations Regional Development Coordination Office in Amman, Jordan. The incumbent reports directly to the Regional Director in close coordination with the P4 Regional Communications Officer, the Development Coordination Office communications team at HQ, working very closely with the United Nations Department of Global Communications (DGC), which sets the communications and advocacy priorities of the United Nations around the world.

Sustainable Development Goals 17. Partnerships For the Goals

Task description

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Summary of Functions:

1. Provides strategic input in identifying activities that will be held at the country level in the context of UN75 and coordinate with Resident Coordinator’s Offices, their implementation;
2. Plans and follow-up the implementation of the regional coordination of communication strategies, advocacy to promote UN75;
3. Plan, monitors, and documents the promotion of UN75 activities in the region;
4. Partakes and assists with the work of United Nations Communication Groups in the region on UN75 matters;
5. Provides communications assistance for the DCO Regional Office;
6. Plans and monitor the regional coordination for digital communications/content (including social media), while guiding and monitoring institutional RCO/UN Country Team accounts in the region in relation with UN75, and in line with the Secretary-General Bulletin on Institutional Use of Social Media;
7. Focal point for coordination of media relations and partnership building at the regional level for UN75;

Description of Functions:

Provides strategic input in identifying the activities that will be held at the country level in the context of UN75

- Coordinates with Resident Coordinators’ Offices their implementation plans, at the strategic level, under the supervision of the Regional Director, and in consultation with UN75 team at HQ and Resident Coordinators’ Offices, the activities and events to be undertaken at the country level in relation with UN75;
- Supports the Resident Coordinators’ Offices in the region to develop and implement a plan of action and calendar of events related to UN75;
- Coordinates and follow-up the activities organized by the Resident Coordinators’ Offices at the country level.
- Liaises with UN75 team in NY regularly for planned updates and troubleshooting as needed.

Plans and follow-up the implementation of the regional coordination of communication strategies, advocacy to promote UN75

- Provides substantive support to the United Nations Department of Global Communications in adapting global communications and advocacy priorities at the regional level while promoting UN75;
- Maintains close, regular working relationship with Communications and advocacy officers in the region, particularly around UN 75 initiatives;
- Coordinates regional analyzes and presents inputs to the Regional Office for Arab States for regional strategic advocacy and programme communications for UN75;
- Coordinates media monitoring and analysis in the areas related to the UN75;
- Identifies and assesses potential regional issues, concerns and risks related to communications and advocacy for UN75, and suggests corrective actions to the Regional Development Coordination Office;
- Assists the Regional Development Coordination Office in projecting the UN’s image effectively and accurately in the region as well as promoting transparency and accountability.

Plans and monitor coordination of promoting the United Nations communications and advocacy priorities on UN75 at the regional level

- Provides substantive support to the United Nations Department of Global Communications in adapting global communications and advocacy priorities at the regional level while promoting UN75;
- Maintains close and regular working relations with the field offices of DGC in the region on UN 75 matters;
- Advises the Regional Development Coordination Office on possible sources of funding and in-kind support and partnerships that could be leveraged for promoting UN75;
- Coordinates regional educational outreach activities, including the organization of Model United Nations conferences and public-speaking engagements at local educational institutions with support from and/or the participation of the respective Resident Coordinator and/or the UN country teams;
- Coordinates language products, including in Arabic, in addition to other UN official languages.
- Evaluates results and impact, at the regional level, of communications and advocacy initiatives promoting the work of the United Nations around the 75th anniversary and potentially also in key thematic areas, reporting the outcome to the Regional Development Coordination Office and the United Nations Department of Global Communications.

Plans and monitor the regional coordination for digital communications/content (including social media) for the countries in the region

- Plans and leads the regional coordination for external and internal digital communications platforms such as the UN country team websites, official UN country team social media accounts (Facebook, Instagram, Twitter, YouTube, etc.), Intranet and on-line collaboration platforms, also ensuring quality assurance of content;
- In line with the Secretary-General Bulletin on Institutional Use of Social Media, plans, leads and manages the development and implementation of a regional digital content strategy, assuring quality and contributing to the development of regional key communications and advocacy products (e.g. human-interest stories, multilingual and multimedia content, etc);
Conducts regional exercises exploring the applicability of new and emerging tools and techniques to digital communications and advocacy activities to reach a wider, younger audience in the region.

Coordination of UN branding and data/results reporting at regional level on UN75

- Provides substantive support to the Regional Development Coordination Office on joint UN publications ensuring high-quality standards and the correct application of the UN branding guidelines and the UN publishing standards;
- Prepares inputs for the Regional Development Coordination Office- Regional Office for Arab States on the use of the UN joint brand at the regional level across UN content and products, both offline and online;
- Plans, leads and organizes the collection of data and stories on UN75 at the regional level, providing inputs to DCO/RC System reports, supports regional launch events for joint UN publications, coordinating with author entities in the respective UN country teams and relevant local partners, including host country authorities, media representatives, members of academia, etc. to ensure high visibility and impact.

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 UN Development Coordination Office (UNDCO) team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDCO and its beneficiaries in the accomplishment of her/his functions, including:

- Regional communication strategy developed to promote the UN 75 in collaboration with the UN Communication Group in the region;
- Social media/website channels relevant to the work of the UN in the region to advance the UN 75 established and in line with the Secretary-General Bulletin on Institutional Use of Social Media, including branding materials, mapping of existing UNCT accounts and their website content dedicated to the UN 75 conducted;
- Partnerships to promote communication/social media activities established and wide outreach activities and content production conducted;
- Efficient and timely communication and outreach support provided to the DCO Regional Office for
Arab States and RC/UNCTs in the region;

- 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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<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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<tr>
<td>Education - Additional Comments</td>
<td>Advanced university degree (Master’s degree or equivalent degree) in communication, journalism, international relations or related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.</td>
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<td>Required experience</td>
<td>24 months</td>
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<td>Experience Remark</td>
<td>A minimum of two (2) years, in public information, communication, journalism, or related area is required. Experience developing and implementing strategic, multimedia and public information campaigns for a diverse audience, and experience interacting and managing relations with the media is required. Experience in working with and/or managing the work of teams in multiple remote locations is required. Experience managing resources, including personnel and budget, to support communications and advocacy activities, is desirable. A minimum of one-year experience working in the political, social and economic context of the region of responsibility is desirable.</td>
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<td>Language</td>
<td>English (Mandatory), Level - Fluent</td>
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<td>AND - Arabic (Mandatory), Level - Fluent</td>
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<td>Area of Expertise</td>
<td>Other communications related experience Optional</td>
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<td>Area of Expertise Requirement</td>
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<td>Need Driving Licence</td>
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<td>Competencies &amp; Values</td>
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<td>Professionalism</td>
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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**

JORR000440-6077

**Application procedure**

* Not yet registered in the UNV Talent Pool?
First register your profile at [https://vmam.unv.org/candidate/signup](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](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? * Already registered in the UNV Talent Pool?

First update your profile at [https://vmam.unv.org/candidate/profile](https://vmam.unv.org/candidate/profile).

Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](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:** 29 February 2020

**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.