UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

JORR000447--Communications and Visibility Assistant


Informations générales

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<thead>
<tr>
<th>Pays d’Affectation</th>
<th>Jordan</th>
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<tr>
<td>Agence/Institution hôte</td>
<td>United Nations Development Programme</td>
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<tr>
<td>Catégorie de volontaire</td>
<td>National Youth</td>
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<tr>
<td>Nombre de Volontaires</td>
<td>1</td>
</tr>
<tr>
<td>Durée</td>
<td>6 mois</td>
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<tr>
<td>Possibilité de prolongation de contrat</td>
<td>Oui</td>
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05-04-2020
Amman [JOR]
Lieu d’Affectation avec Famille

Conditions de vie

National UN Youth Volunteer will be based in Amman, Jordan.

Amman, the capital, is a peaceful city with over four million residents. People are friendly to visitors. Services in terms of banking, transportation, health and communications are easily available. Though Arabic is the official language, English is widely spoken among the majority of the population, especially in Amman.

Road network is good both in terms of spread and quality of the roads. Public transportation in Amman is limited. Taxis are relatively cheap and easily available. There are a number of shopping malls, restaurants, gyms, and cinemas. A large variety of accommodation options can be found, however, it is worth noting that prices in Amman have generally increase in the past few years.
Détails sur l'Affectation

<table>
<thead>
<tr>
<th>Titre de l'Affectation</th>
<th>Communications and Visibility Assistant</th>
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<tr>
<td>Contexte organisationnel &amp; description du projet</td>
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Established in 1976, the United Nations Development Programme (UNDP) is one of the United Nations Agencies working in Jordan and is the main convener of sustainable human development.

As part of the global development system UNDP Jordan upholds a vision focusing on the achievements of Sustainable Human Development in Jordan, ending poverty and reducing inequalities. UNDP is at the heart of the UN's work on sustainable development and a leader for the new Sustainable Development Goals (SDGs).

UNDP Jordan partners with government, NGOs, private sector, and communities focusing on three main areas which are: Sustainable Development Pathways, Inclusive and Effective Democratic Governance, Resilience-building. UNDP guided by its strategic plan is moving away from implementing stand-alone projects to a programme based approach. By using the programme approach, UNDP country office will: (a) promote a holistic and comprehensive method for dealing with development challenges, (b) participate in a more meaningful policy dialogue with the national actors, (c) ensure better focus in supporting national development objectives, (d) enhance its support for aid coordination by working with other development partners within the national planning documents, (e) in the context of the new programming arrangements, achieve greater impact in the focus areas than would be possible under the project-by-project approach, and (f) be empowered to strengthen programme design, as well as implementation, monitoring and evaluation arrangements, for successful implementation of its new Country Programme Document (CPD), its support to national priorities, and the 2030 development agenda.

The Communication Assistant will provide direct support to the development and implementation of the “Inclusive Participation and Institutional Strengthening” pillar’s communications and visibility strategy, designs, manages and facilitates activities on communications and publications aligned with UNDP’s corporate messaging.

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<tr>
<th>Objectifs de développement</th>
<th>16. Peace, Justice and Strong Institutions</th>
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<tr>
<td>Description de l'action</td>
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- Support to formulation and implementation of internal and external communications, and visibility strategy;
- Support the development of the communication materials for projects and initiates advocacy and
visibility as well as awareness-raising campaigns, including briefing materials and press releases in coordination with the supervisor, and UNDP communication personnel;

- Share responsibility, in cooperation with other members of the team, for timely and quality production of the outputs/assigned activities;
- Assure that any media coverage to project activities are being implemented with close coordination with UNDP communication personnel;
- Follow and keep reports and presentations updated that related to the work of pillar;
- Draft routine correspondence/communications for the pillar;
- Support in updating data relevant to the pillar and compile background material for briefing sessions including project inventory records;
- Deliver original artwork and video files;
- Support in developing script, along with UNDP staff;
- Prepare script and narration for overall animation explaining step-by-step actions, in Arabic and English language;
- Support in shooting video rushes for specific UNDP’s videos;
- Develop infographics for brochure/posture;
- Capture animation as approved and according to the prepared script;
- Modify, revise and edit materials as required, in consultation with relevant UNDP staff;
- Collaborate with the team members to understand needs, review scripts, design storyboards, and create and edit animations;
- Produce animated videos of UNDP’s work;
- Any other related tasks as may be required or assigned by the supervisor.

En plus de ce qui précède, les Volontaires des Nations Unies sont censés :
- Renforcer leurs connaissances et compréhension du concept du volontariat en lisant la documentation mise à disposition par le programme VNU, les publications externes et prendre activement part aux activités du programme VNU, par exemple s’impliquer dans les activités commémoratives de la Journée internationale des Volontaires (JIV), le 5 décembre.
- Se familiariser et développer toute forme de volontariat traditionnel et/ou local au niveau du pays d’accueil.
- Refléter le type et la nature des actions volontaires qu’ils entreprennent, y compris leur participation dans les réflexions substantielles.
- Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la publication du programme VNU/ site web, bulletin et notes de presse, etc.
- Contribuer au Programme d’accueil des Volontaires des Nations Unies nouvellement arrivés dans le pays d’affectation ;
- Promouvoir ou conseiller les groupes locaux dans l’utilisation des volontaires en ligne ou encourager les individus et les organisations à utiliser les services de volontaires en ligne quand cela est techniquement possible.

Résultats / résultats attendus

- Progress Monthly report, showing the activities done during each month;
- Production of communication events and materials (i.e. documentaries, videos, etc.) to follow the project progress, lessons learnt and best practices;
- Develop and produce a material (i.e. documentaries, videos, etc.) to follow the project progress,
• 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 / Exigences

Domaine de qualification
Bachelor degree or equivalent

Niveau de qualifications - autres commentaires
Bachelor’s degree in communication, press/media, journalism or political sciences, or other related fields.

Expérience Requise
0 mois

Remarques sur l'Expérience

• Demonstrated interest and/or experience (up to 1 year) in (specific thematic/technical area required)
• Motivated to contribute towards peace and development and to serve others.
• Good interpersonal, networking and communication skills.
• Willingness to contribute and work as part of a team.
• Flexible and open to learning and new experiences.
• Respect for diversity and adaptability to other cultures, environments and living condition.
• Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded.
• Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).

Linguistiques
• English (Mandatory) , Niveau - Fluent
• AND - Arabic (Mandatory) , Niveau - Fluent

Domaine d'expertise
• Other communications related experience Optionnel

Domaine d'expertise requis

Permis de Conduire exigé
Non

Compétencies et Valeurs

• Accountability
• Adaptability and Flexibility
• Client Orientation
• Commitment and Motivation
Conditions de service et autres informations

Conditions de 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 ) and final repatriation (if applicable).

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.

Code d'application JORR000447-6521

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 Jordan and legal residents in Jordan with the status of refugee or with the status of being stateless are eligible
Application deadline: 11-March-2020

doa.apply_url

https://vmam.unv.org/candidate/show-doa/Sk9SUjAwMDQ0Nw==

Avertissement

Le programme VNU est un programme qui promeut l’égalité des chances et encourage les candidatures de professionnels qualifiés. Le Programme VNU s’engage à assurer la diversité en termes de genre, de nationalités et de cultures.