UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KAZR000209—Communications Specialist

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       | Kazakhstan       |
| Host Institute              | United Nations Development Programme |
| Volunteer Category          | International Specialist |
| Number of Volunteer         | 1                |
| Duration                    | 12 months        |
| Possibility of Extension    | Yes              |
| Expected Starting Date      | 13-10-2019       |
| Duty Station                | Nur-Sultan [KAZ] |
| Assignment Place            | Family Duty Station |

Assignment Place Remark

- The UN Volunteer will be based in Nur-Sultan, Kazakhstan. UN Security Level: Phase 1.
- The nation’s capital, Nur-Sultan (former Astana), was founded in 1997. The new capital was unveiled internationally on June 10, 1998. Nur-Sultan’s favorable location in the center of the Eurasian continent makes it an economically advantageous transport, communication and logistics center, and a natural bridge between Europe and Asia. The average temperature is 3°C, rising to over 41°C during the hottest period. The hottest month in Nur-Sultan is July and the coldest month is February. Nur-Sultan’s total population is now over 853,000 inhabitants. Outdoor recreational activities include basketball, golf, horse-riding, picnicking, riding, sailing, swimming, tennis and volleyball.
- Medical services:
- No special vaccination is required to travel to Kazakhstan, Nur-Sultan.
- Medical services (including dental care) are provided at European standards. Clinics working 24 hours are available in the city. There are both private and state clinics and hospitals.
- Kazakh and Russian are spoken languages in the region and are the official languages of the state.

Assignment Details

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<tr>
<th>Assignment Title</th>
<th>Communications Specialist</th>
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<td><strong>Organizational Context &amp; Project Description</strong></td>
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UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in nearly 170 countries and territories, we offer a global perspective and local insight to help empower lives and build resilient nations.

Over the past 25 years of cooperation with the government of Kazakhstan, UNDP has implemented up to 200 projects and assisted the country in preparing key national and regional policy documents, institutionalization and capacity building, enhancing efficiency of public institutions, strengthening human right institutions, bridging social inequalities, promoting energy efficiency and protecting the environment. UNDP is currently implementing 29 projects within Kazakhstan. A central element of UNDP’s work is the support to the implementation of the Agenda 2030 and the Sustainable Development Goals (SDGs) helping Kazakhstan achieve the transition to sustainable development.

The purpose of the UNDP Communications team is to set the strategic direction for external communications in order to accurately reflect the main priorities of UNDP Kazakhstan’s work and facilitate awareness, understanding and commitment to its target audiences across Kazakhstan and around the world.

**Sustainable Development Goals**

17. Partnerships For the Goals

**Task description**

Under the supervision of the Assistant Resident Representative, the International UN Volunteer will undertake the following functions:

- Conduct communications needs assessments for the country office (projects, country programme and corporate change initiatives, etc)
- Ensure implementation of communications programmes to publicize priority issues and/or major events, to include drafting communication strategies (including social media), coordinating efforts, monitoring and reporting on progress, taking appropriate follow-up action, and analyzing the outcome
- Monitor and analyze current events, public opinion and press, identify issues and trends, and advise
management on appropriate action/responses

- Undertake activities to promote media coverage (e.g. press conferences, interviews, press seminars and other special activities) of priority issues and/or major events, to include development of a media strategy and action plan, initiating proactive media outreach efforts, proposing and arranging press conferences/media coverage, disseminating materials and consulting with press on approach/story angle and other information requests, undertaking appropriate follow-up action and analyzing and reporting on the impact of coverage

- Produce multimedia content as well as of information products (e.g. press kits, press releases, feature articles, speeches, booklets, brochures, backgrounders, audio-visual materials, radio spot program, etc.), to include proposing topics, undertaking research, determining appropriate medium and target audience, preparing production plans, writing drafts, obtaining clearances and finalizing texts, editing copy, and coordinating design approval, printing procedures and distribution

- Provide information and methodological guidance for CO communications and outreach
- Identify storylines for publications and articles contributing to debates on key development issues
- Provide and manage inputs based on the UNDP publications policy
- Manage the CO web site based on the corporate requirements in cooperation with the ICT staff
- Prepare/Update the content for the web site to ensure consistency of the materials
- Moderate social media platforms, engage with UNDP's social media audience, and respond to online queries
- Conduct social media analysis for UNDP platforms, measure audience engagement and contribute to building UNDP’s social media fan base through assessment of key audiences, content planning, content management, search engine optimization, analytics and assessment of effectiveness of platforms and content
- Promote and disseminate corporate advocacy materials for launching flagship initiatives and publications such as Annual Report
- Promote and maintain public information campaigns on UNDP activities, results of SDGs, under the supervisor guidance
- Prepare and disseminate newsletter to donors, donor reports, civic education and community awareness, where appropriate, to support projects
- Contribute to knowledge networks and communities of practice including corporate communications repositories
- Provide trainings for UNDP staff on communications and advocacy for further development
- Organize and conduct training and workshops as appropriate.

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

- Efficient, timely, responsive, client-friendly and high-quality support rendered to Strategic Communications and Partnerships results carried out by UNDP.
- Increased programme visibility within UNDP community and amongst UNDP partners, and increased integration within programmatic areas related to communication.
- Developed joint communication strategies.
- Creative decisions and recommendations on the website look, tools and maintenance
- Recommendations for better visibility and user-friendliness of the website
- 3 stories/blogs in total to highlight the gender results within the on-going UNDP projects drafted in consolations with the project managers, gender specialist and communications specialist
- 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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<td>Education - Additional Comments</td>
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Minimum Bachelor degree in Communications, Journalism, Public Relations, Digital Marketing, Social Sciences, or similar.

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<th>Required experience</th>
<th>36 months</th>
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<td>Experience Remark</td>
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Minimum three years of professional experience relevant to communication, print and broadcast media or interactive digital media, at either the national or international level.

Language

- English (Mandatory), Level - Fluent
AND - Russian (Mandatory), Level - Fluent

Area of Expertise

- Public information and reporting Mandatory
- Journalism, mass media and broadcasting Optional
- Other communications related experience Optional

Area of Expertise Requirement

- Communication, experience with development and implementation of communication strategies;
- Proficiency in using computer applications (Microsoft Office Suite, email/internet, other IT applications);
- Skills and technical competence in producing for various media formats: print, web, social media

Need Driving Licence: No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Communication
- Creativity
- Ethics and Values
- Integrity
- Knowledge Sharing

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  KAZR000209-5245
Application procedure

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.

The assignment requirements: Fluency in both languages: Russian and English

Application deadline: 06 December 2019

doa.apply_url  https://vmam.unv.org//candidate/show-doa/S0FaUjAwMDIwOQ==

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.