UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KENR001720--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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Kenya</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Nairobi [KEN]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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Living Conditions

The incumbent will find his/her own housing arrangements in Nairobi. Nairobi is a modern metropolitan city where most basic goods and services are available locally at reasonable cost. The city is at a high altitude, with sunny days and cooler nights. There is a short rainy season before Christmas, and longer rains fall from March to May. November to February is generally warm. No need for central heating, however warm clothes are necessary during the rainy season. There are several transportation options in Nairobi, including taxis, buses, mini-buses, and mobile applications for transport. Public healthcare in Nairobi is generally subpar, but there are private healthcare options that are of better quality. The city is widely connected through Jomo Kenyatta International Airport and the smaller Wilson Airport. Air
transport is also available to many up country destinations. The city is home to some 3,000 UN personnel mainly attributed to the fact that it serves as the headquarters for both UN HABITAT and UNEP, and as the UN Regional Hub for the East and Horn of Africa region. Security is an issue in Nairobi, with incidents of car-jacking and theft not uncommon. Safety and security in Nairobi varies depending on different neighborhoods, and it is important to become familiarized with safety recommendations for the city. Telecommunication system in Nairobi is generally sufficient. Internet access is generally reliable. There are fairly frequent power cuts, however most of the shared compounds have generators. Water supply can also be an issue as Kenya often experiences drought. In these situations expats may need to supplement their water supply by buying in water tankers. Kenyans are wonderfully friendly and tolerant to visitors. English is the first language spoken here, though most Kenyans are trilingual, using tribal languages and Kiswahili.

Assignment Details

Assignment Title: Communications Specialist

Organizational Context & Project Description

UNDP's Regional Service Centre for Africa is based in Addis Ababa, Ethiopia. With additional offices in Dakar, Senegal and Nairobi, Kenya, it serves 45 Country Offices in sub-Saharan Africa, develops high quality knowledge and policy, and is the organisation's main interface with regional and continental bodies such as the African Union and the Regional Economic Communities.

The Center also implements a continent-wide Regional Programme supporting Africa's transformation agenda by:

1. enhancing inclusive and sustainable growth,
2. widening political participation and giving everyone a voice, and
3. developing responsive institutions which deliver desired services and promote inclusive processes of state-society dialogue.

The work builds on UNDP’s expertise in development thinking and practice, and decades of experience working at country level and globally.

Other areas of work led from the Centre on a regional and continent-wide basis include: preparation for the Sustainable Development Goals (SDGs), improving countries’ public finance management, mitigating the impact of HIV and AIDS, building capacity for disaster risk management and climate change mitigation and adaptation, enabling access to sustainable energy and sustainable use of natural resources, promoting gender equality and empowerment, and enhancing food security in the Sahel. The Centre also provides support to countries on aid and development effectiveness, South-South Cooperation.


Task description

We are inspiration in action

26 Mar 2020
Under the direct supervision of the Head of the Partnership and Thematic Advisory Unit. The UN Volunteer will undertake the following tasks:

**Communication and advocacy**

- Establish a communication strategy for the Borderlands Programme;
- Management of social media and other public information channels that are included to the Communication strategy for the Borderlands Programme;
- Design products/tools for external communication on the Borderlands Programme Initiation Plan and Regional Strategies;
- Identification of key advocacy messages, and develop an information kit on the work of Borderlands Lab;
- Prepare short stories on the work within borderlands, done by Borderlands Programme /Country Offices, and share them in different online platforms;
- Participate and support events or special occasions by covering the communication aspect of these events;
- Possibly provide support for country offices in their borderland project communication, through missions;
- Actively support in the development of an internal information sharing system for the Borderlands Lab Unit.
- Actively find new technologies/platforms that will support the communication on borderlands.

**Programme Management and Support**

- Provide support to strategic planning and development in the Borderlands Programme and contribute to ensuring visibility of the overall implementation of the regional and sub-regional projects;
- Assist in preparation of work plan, activities, targets, budget, standards for measuring progress and results;
- Support in drafting donor reports and other corporate reporting;
- Contribute to the assessment of programmes impact and assist in providing accurate monitoring of progress and results.

**Knowledge Management**

- Assist in knowledge extraction, analysis, documentation, codification of results/lessons learned, ensuring that knowledge sharing, and content management is in line with guidelines and performed using corporate tools;
- Support sharing of good practices between UNDP offices to increase the efficient implementation of projects and programmes;
- Access UNDP's worldwide and regional knowledge, best practices and lessons learned, distil best practices and ensure its dissemination for organizational and stakeholders learning and sharing;
• Actively support knowledge building and sharing.

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

• Visibility to the work of Borderland Programme is achieved through different public information channels
• Communication strategy established and managed effectively and efficiently
• Communication relations created with UNDP Country Offices working with Borderlands issues
• Successful usage of online based tools established and used in communication work
• Resource mobilization successfully supported through efficient advocacy and communication.
• New partnerships are established and maintained.

• 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

Required Degree Level
Master degree or equivalent

Education - Additional Comments
Master’s degree in communications, media relations, journalism, publishing or related field

Required experience
24 months

Experience Remark
• At least 2 years of relevant experience at the national or international level in public relations, multimedia communications, journalism or advocacy
• Previous experience with a multilateral or international organization in Africa;
Experience collaborating with a wide range of stakeholders, across agencies, government, NGOs, civil society, private sector, and others;
Experience formulating strategic documents to guide communications, media, and publication plans;
Proven knowledge and experience using social media for development messaging;
Experience supporting and advising senior management and high-level officials through the development of talking points, speech writing, as well as high-level VIP visits and conferences is an advantage;
Solid writing and editing skills, adaptable for different platforms and audiences, including web/social, corporate, local, regional and international media;
Updated knowledge of trends and emerging platforms for effective content strategy, including knowledge of social media monitoring technology and social media measurement and listening tools;
Knowledge of web-based social video and animation creator platforms an advantage;
Technical knowledge of emerging innovative storytelling formats relevant to the development space, is an asset;
Demonstrated ability to track and analyze performance and synthesize information into reports;

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

Area of Expertise
- Journalism, mass media and broadcasting Mandatory
- Public information and reporting Mandatory

Area of Expertise Requirement
public relations, multimedia communications, journalism or advocacy

Need Driving Licence No

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
Conditions of Service and other information

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$ 1,651. 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: KENR001720-6660

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.

Application deadline: 01-04-2020

doa.apply_url: https://vmam.unv.org/candidate/show-doa/S0VOUjAwMTcyMA==

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.