Descripción de la asignación de voluntarios NU

KENR001720--Communications Specialist

El programa de Voluntarios de las Naciones Unidas (VNU) es la organización de la ONU que contribuye a la paz y al desarrollo en todo el mundo por medio del voluntariado. El voluntariado es una forma poderosa de involucrar a los ciudadanos para hacer frente a los desafíos en materia de desarrollo, y capaz de transformar el ritmo y la naturaleza del mismo. El voluntariado beneficia tanto al conjunto de la sociedad como a los voluntarios, fortaleciendo la confianza, la solidaridad y la reciprocidad entre las personas y creando oportunidades de participación apropiadas. Para impulsar la paz y el desarrollo, el programa VNU promueve el reconocimiento de la contribución de los voluntarios, trabaja con sus asociados para integrar el voluntariado en los programas de desarrollo y moviliza en todo el mundo a un número cada vez mayor y más diverso de voluntarios, incluidos Voluntarios de las Naciones Unidas. El programa VNU entiende el voluntariado como universal e incluyente, y reconoce el voluntariado en toda su diversidad, así como los valores que lo sustentan: libre albedrío, entrega, compromiso y solidaridad. En la mayoría de las culturas, el voluntariado está profundamente arraigado en antiguas tradiciones de cooperación y apoyo fuertemente establecidas entre las comunidades. En este contexto los Voluntarios de las Naciones Unidas participan en varias formas de voluntariado y juegan un papel esencial en el desarrollo y la paz junto a sus colegas, agencias receptoras y comunidades locales. En todas las asignaciones, los Voluntarios de las Naciones Unidas promueven el voluntariado por medio de su acción y conducta. La participación en actividades voluntarias puede enriquecer efectiva y positivamente su entendimiento de la realidad local y social, así como también crear un puente entre los voluntarios y la gente de la comunidad receptora. Esto hará que su tiempo como Voluntario de la ONU sea aún más satisfactorio y productivo.

Información general

País de la asignación: Kenya
Agencia / Entidad Anfitriona: United Nations Development Programme
Categoría de Voluntariado: International Specialist
Número de Voluntario: 1
Duración: 12 meses
Fecha de Inicio Esperada: Inmediatamente
Lugar de Destino: Nairobi [KEN]
Lugar de Asignación: Lugar de Destino Apto para Familias

Observación sobre el lugar de asignación

Family Assignment

Condiciones de vida
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.

**Detalles de la Asignación**

**Título de asignación**
Communications Specialist

**SP Contexto Organizativo & descripción del proyecto.**

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.

**Sustainable Development Goals** 16. Peace, Justice and Strong Institutions

**Descripción de la tarea**

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.

Además de lo anterior, a los Voluntarios de la ONU se les insta a:
• Fortalecer su conocimiento y entendimiento sobre el concepto de voluntariado por medio de la lectura de publicaciones pertinentes tanto del programa VNU como externas, así como desempeñar un papel activo en las actividades del programa VNU, como por ejemplo en los eventos de conmemoración del Día Internacional del Voluntariado (DIV);
• Conocer y desarrollar las formas tradicionales y/o locales de voluntariado en el país anfitrión;
• Reflexionar sobre el tipo y la calidad de la acción voluntaria que se lleva a cabo, incluida su participación en actividades realizadas periódicamente;
• Contribuir con artículos/criticas (opiniones) de las experiencias en el terreno y enviarlas a la sede para su publicación en el sitio web, publicaciones, panfletos/boletines, notas de prensa, etc. del programa VNU;
• Ayudar con el Programa de Mentores para los nuevos Voluntarios de la ONU;
• Asesorar a grupos locales en el uso del servicio Voluntariado en Línea del programa VNU o promover el uso del servicio con individuos y organizaciones locales pertinentes cuando sea técnicamente posible;

Resultados / Resultados esperados

- 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

Cualificaciones/Requisitos
Nivel de Grado Requerido

Master degree or equivalent

Educação - Comentarios Adicionales

Master’s degree in communications, media relations, journalism, publishing or related field

Experiencia Necesaria 24 meses

Comentarios sobre la experiencia

- 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;

Lingüísticas

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

Área de Experiencia

- Journalism, mass media and broadcasting Obligatorio
- Public information and reporting Obligatorio

Requisito de area de experiencia

public relations, multimedia communications, journalism or advocacy

Necesita Licencia de Conducir No

Competencias y Valores

- Accountability
- Adaptability and Flexibility
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.

Código de aplicación KENR001720-6660

Procedimiento para la aplicación

* 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/SOV0UjAwMTcyMA==

Advertencia

El programa de Voluntarios de las Naciones Unidas es un programa basado en la igualdad de oportunidades, que recibe gratamente aplicaciones por parte de profesionales cualificados/os. Estamos comprometidos a lograr la diversidad en términos de género, nacionalidad y cultura.