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>Cambodia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Youth</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Phnom-Penh [KHM]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

Assignment Place Remark

Living Conditions

The climate of Cambodia is tropical, monsoonal and is characterized by heat and humidity. The rainy season lasts from May to October and the hot, dry season from November until April.

Houses and apartments are available to suit most budgets and preferences. House hunting is not difficult in Phnom Penh. The usual means of locating suitable accommodation is through estate agents/realtors. The National UN Volunteer is required to follow the UN residential security requirements as per the local MORSS when choosing their accommodation.

There are few taxi operators in Phnom Penh, so for daily transportation the cheapest, fastest and most frequent mode of travel is by a tuk-tuk (a motor-powered rickshaw). Some UN volunteers chose to purchase their own mode of transportation, be it a car, a motorbike or a pushbike. They are strictly recommended by UN security to wear seatbelts in cars and helmets when traveling on motorbikes, tuk-tuk or bicycling.

In terms of health, common diseases in Cambodia are those which exist in other tropical countries like diarrhoea, malaria, dengue and HIV/AIDS. Most of the serious cases have been reported contracted in hilly, rural and densely forested areas. City dwellers like in
Assignment Details

Assignment Title: UNV Communications Assistant

Organizational Context & Project Description

The United Nations Development Programme (UNDP) is the leading United Nations organization fighting to end the injustice of poverty, inequality, and climate change. Working with our broad network of experts and partners in 170 countries and territories, we help nations to build integrated, lasting solutions for people and planet. We help countries develop strong policies, skills, partnerships and institutions so they can sustain their progress.

In Cambodia, under its current Country Programme (2019-2023), UNDP Cambodia is focusing on development results across three key inter-dependent issues including inclusive and sustainable growth, environmental protection, climate change adaptation and mitigation, and the opportunities for all to contribute to and benefit from Cambodia’s transformation. Pivotal to our approach is our partnership with the Royal Government of Cambodia, civil society groups, community organizations, aid agencies, donors, and the private sector on issues related to the Cambodia’s Sustainable Development Goals (CSDGs).

The Communications Unit is playing significant roles to communicate UNDP’s results and thought leadership. This is important to demonstrate the Country Programme’s impact through influencing the development and implementation of relevant policies and programmes at both national and local levels. These roles range from working with media agencies, giving support in managing the Country Office’s online presences, producing relevant reports and multi-media products to organizing public events.

We are now recruiting 01 national UNV Communications Officer to support the Country Office (CO)’s Communications Unit to deliver these results more effectively and meaningfully.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Under the direct supervision of the Communications Analyst, the UNV Communications Assistant will contribute to the development of multi-media products, management of social media platforms and other online presences, and promotion of UNDP’s branding in the areas such as circular economy, renewable energy and natural resources management.

- Support the development of solution-based or human-interest stories for the CO’s online presences and social media platforms (including the generation of daily social media content);
- Assist in managing the CO’s social media platforms and monitor their daily engagement and report on their monthly traffic including reach and engagement;
- Assist in updating the CO’s website both in Khmer and English and report on their monthly traffic;
- Assist in updating the CO’s Flickr and Exposure platform;
- Conduct daily media digest and identify potential angle/opportunity to issue and place an article/story/Op-ed in the media;
- Support in media engagement activities for project key events and donors’ field visits, press conferences, press briefings, media interviews with senior management;
- Develop and maintain updated media directory (national, and key regional and international);
- Assist in building and maintaining healthy and reliable relations with media, selected journalists, editors, reporters, etc;
- Work closely with programme, policy and project teams on relevant media pitching and placement, and on the development of social media content;
- Work closely with a designer and relevant colleagues on communications related product designs;
- Work closely with editors/writers and relevant colleagues on media and web-based content development;
- Contribute to the implementation and achievement donors’ visibility plan;
Qualifications/Requirements

Required Degree Level  Bachelor degree or equivalent

Education - Additional Comments

Graduated a university degree in any one of these fields: communications, media, journalism, digital marketing, communications for development, or related fields

Required experience  0 months

Experience Remark

- Demonstrated interest/experience in media management, digital and social media initiatives and campaigns, community empowerment and other development related aspects;
- Exhibited ability to precisely present ideas and concepts in both oral and written manner;
- Exhibited proficiency in developing in managing relations with media;
- Well knowledgeable of Adobe package and able to handle a professional camera for photos and footages;
- Motivated to contribute towards development and to serve with others;
- Willing to contribute and work as part of a team, and
- Flexible and open to learning new things.

Language

- Provided translation from Khmer into English and vice versa when necessary;
- Produced digital communications materials including an electric poster, leaflet, and brochure visual materials when needed;
- Collect photos and footages of an event/activity and from a field trip for the CO's communications activities;
- Carry out other tasks if required.

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

- Increased traffic and engagement to the CO's social media, websites, and other online presences;
- Increased and effective visibility of donors and partners;
- Broader production and dissemination of communications related products on development impacts and knowledge sharing;
- Healthy and effective media engagement and relations;
- Improved journalists’ understanding and engagement in UNDP Cambodia’s key issues;
- The key results have an impact on creation of effective communications and dissemination of information on the CO. In particular, the key results have an impact on implementation of the CO’s communication strategies and multi-media materials production as well as reaching visibility and resource mobilization targets.

- 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.
Conditions of Service and other information

Area of Expertise

- Journalism, mass media and broadcasting Mandatory

Area of Expertise Requirement

- Need Driving Licence: No

Competencies & Values

- Accountability
- Commitment to Continuous Learning
- Integrity
- Planning and Organizing
- Working in Teams

Conditions of Service


The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.
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 (Roles and Responsibilities of Host Entities)

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.

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities’ services during pandemics).

Application Code

KHMR000093-7779

Application procedure

22 Sep 2020
* 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 an announcement for a national UNV assignment. Therefore, only citizens of Cambodia and legal residents of Cambodia with refugee or stateless status can apply for this advertisement.

**Application deadline:** 6-10-2020

**doa.apply_url**  
https://vmam.unv.org//candidate/show-doa/S0hNUjAwMDA5Mw==

**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.*