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**: Cambodia  
**Host Institute**: World Food Programme  
**Volunteer Category**: National Youth  
**Number of Volunteer**: 1  
**Duration**: 6 months  
**Possibility of Extension**: Yes  
**Expected Starting Date**: Immediate  
**Duty Station**: Phnom-Penh [KHM]  
**Assignment Place**: Family Duty Station  
**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 Phnom Penh can also be at risk due to poor disposal of waste. Generally, in cities, people use purified water for drinking and cooking. The recommended vaccinations are those against typhoid, Hepatitis A, Hepatitis B, Tuberculosis and Japanese Encephalitis. While medical facilities in Cambodia are sufficient for the treatment of most routine ailments and minor accidents, illnesses and accidents of more serious nature require medical evacuation, usually to Bangkok or Singapore.

Assignment Details

Assignment Title
Communications Assistant

Organizational Context & Project Description

The United Nations World Food Programme (WFP) is the world’s largest humanitarian organization. WFP’s mission is to help the world achieve zero hunger by 2030 as per Sustainable Development Goal (SDG) 2. It works to ensure that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need. Since 1979, WFP has provided support to the Cambodian people to meet their emergency needs and enhance the long-term food and nutrition security of vulnerable households and communities. Across Cambodia, WFP has supported the building and rehabilitation of rural infrastructure and productive assets, implemented programmes to support the nutrition of vulnerable people, assisted disaster-affected households and promoted children’s education and health through its school feeding programme and scholarships to children from poor households. The WFP Country Strategic Plan (2019-2023) aims to complement and contribute to the Government of Cambodia’s efforts to achieve zero hunger through supporting school feeding programmes, strengthening resilient local food systems, enhancing government capacities on crisis management and disaster risk reduction, promoting digital transformation and enhancing food security, nutrition and social protection governance. The work of the communication’s team is central to enhance the awareness of WFP’s work to the public, partners and donors and demonstrate the impact of its programmes at both local and national levels. It involves working with media agencies, supporting online presence, producing multi-media products and organizing public events.

WFP Cambodia is now recruiting 01 national UNV as communication assistant to support WFP’s communication work in Cambodia.

Sustainable Development Goals
2. Zero Hunger

Task description

Under the direct supervision of communications and reporting officer, the National UN Youth Volunteer will:

Multi-media content production and management

- Produce and archive digital communication materials including poster, leaflet, and brochure or other visual materials (photos, video and footages) related to event/activity.
- Support the development of human-interest stories for WFP’s online presence and assist in updating the WFP Cambodia website.
- Work closely with editors/writers/designer and relevant colleagues on communication-related product design and/or media-, social-media and web-based content development
- Assist in managing WFP’s social media platforms, monitor their daily engagement and report on their monthly traffic including reach and engagement

Media Relation

- Maintain and update media directory (national, and key regional and international)
Qualifications/Requirements

**Visibility Support**
- Assist in building and maintaining relations with media, journalists, editors, reporters, etc.
- Contribute to the implementation and achievement of donors’ visibility plan
- Support media engagement activities in events and donor visits, press conferences, briefings, and media interviews with senior management
- Work closely with cross-functional teams on relevant media pitching and placement

**Others**
- Provide translation of press releases, op-eds and external communication products from Khmer into English and vice versa when necessary
- Carry out other tasks as 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 and effective visibility of donors and partners
- Broader production and dissemination of communications-related products on development impacts and knowledge sharing
- Increased traffic and engagement to WFP’s social media, websites, and other online presences
- Healthy and effective media engagement and relations
- Improved journalists’ understanding and engagement in WFP Cambodia’s key issues
- The key results have an impact on creation of effective communications and dissemination of information on WFP. In particular, the key results have an impact on implementation of WFP’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 Communications and reporting officer

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

**Required Degree Level**
- Bachelor degree or equivalent

**Education - Additional Comments**
Hold 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 work and other development related fields
- Exhibited ability to precisely present ideas and concepts in both oral and written manner
- Exhibited proficiency in developing and managing relations with media
- 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

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

Area of Expertise

- Other communications related experience Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Working in Teams

Conditions of Service and other information

Condition of Service Click here to view Conditions of Service

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**

KHMR000110-8897

**Application procedure**

**Eligible candidates must be between 18 and 29 years of age throughout the duration of their service.**

* 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 nationals of Cambodia and legal residents with refugee or stateless status can apply for this advertisement.

Application deadline: 10 March 2021

**doa.apply_url**

https://vmam.unv.org//candidate/show-doa/S0hNUjAwMDExMA==

**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.*