KOSR000826—Information Officer

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**
Kosovo (as per UNSCR 1244)

**Host Institute**
UN Mission in Kosovo

**Volunteer Category**
International Specialist

**Number of Volunteer**
1

**Duration**
until 30-06-2020

**Expected Starting Date**
Immediate

**Duty Station**
Pristina [KOS]

**Assignment Place**
Family Duty Station

*References to Kosovo shall be understood to be in the context of Security Council Resolution 1244 (1999).*

**Living Conditions**
- Kosovo is located in the Balkans mountain range of south-eastern Europe. The climate is continental, with warm summers and cold, snowy winters.
- Houses/Apartments are easily available and generally have electricity and running water. Costs are reasonable but vary according to location - i.e. city centre vs. outlying villages. Upon arrival, you will reside in a hotel until you get permanent housing. The UNV Field Unit can assist in identify suitable housing.
- There are no specific health problems associated with Kosovo, and no vaccines are required prior to arrival. Air pollution indexes are high during the winter period and may pose a threat to particularly sensitive groups. UNMIK offices are equipped with air filters.
- UNMIK provides contracted medical service to its staff should anyone fall ill.
- Foods and dietary needs of all kinds are available in the many supermarkets. There are market places that cater fruits and vegetables, and bakeries offer some exquisite pastries and breads. Fresh fish and meat are also available.
- Several English-speaking schools are available in Kosovo.
Assignment Details

Assignment Title
Information Officer

Organizational Context & Project Description

The primary and overarching objective of UNMIK has been the promotion of security, stability and respect for human rights in Kosovo through engagement with all communities in Kosovo, as well as with regional and international actors, including EULEX and OSCE. The UN Volunteers programme in Kosovo is one of the largest contingents of UN Volunteers within the Europe and the Commonwealth of Independent States (ECIS) portfolio with 77 UN Volunteers being deployed in 2018, including 24 with UNMIK. The main role of the UN Volunteers in Kosovo is to mobilize UN Volunteers in support of UNMIK’s operations and the UN Kosovo Team’s (UNKT) programmes and projects, as well as to promote volunteers and volunteerism as a major form of civic engagement and community development.

Sustainable Development Goals
16. Peace, Justice and Strong Institutions

Task Description

Under the direct supervision of the Head of OSCPA (Office of the Spokesperson and Public Information), the UN Volunteer will undertake the following tasks:

- Drafting web stories, taking photos, and producing videos (filming and editing) about the Mission’s activities and projects;
- Proofreading the writing of other staff, compiling press packs;
- Maintaining and updating the UNMIK web site and social media platforms;
- Drafting code cables and memos;
- Keeping the Head of OSCPA and Mission’s senior leadership abreast of developing/breaking news, by monitoring electronic media in real time when developments warrant it and/or as requested;
- Drafting press releases, notes to the media, video scripts, speeches, etc. as appropriate, under tight deadlines;
- Providing background information on international media (influence,
- Responding to media and public inquiries;
- Liaising with counterparts from the UN and wider international community to gather information and coordinate activities;
• Organising and transcribing media events when required;

• Providing news analysis as needed;

• Coordinating training activities for staff;

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

Under the general supervision of the Head of OSCPA, the incumbent will contribute to the overall work of OSCPA, and be directly responsible for the production and editing of OSCPA digital media productions, including short videos, documentary video and photographs, producing and editing web stories and social media posts and proof reading daily news in English about Kosovo;

The ideal candidate will be familiar with media work and editing/proof reading of UN publications in English, be familiar with UN activities and procedures, and the local and international media landscape;

• 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 Bachelor degree or equivalent

Education - Additional Comments

Bachelor’s in Journalism, International Relations, Political Science or related field.

• Ability to edit/proofread and summarize English documents.

• Familiarity with web design and broadcast production an asset

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Required experience

36 months

Experience Remark

At least three years of experience in Communications, Political Science, Journalism or related field.

Minimum two years of international and/or media/communications experience.

Language

- English (Mandatory), Level - Fluent
- And One of these - Albanian, Serbian (Optional), Level - Working Knowledge

Area of Expertise

- Web and graphic design Optional

Area of Expertise Requirement

- Excellent computer skills;
- Knowledge of the Adobe suite, in particular photo and video editing software such as Premiere Pro, Photoshop, Lightroom and Camera Raw.
- Design skills not required but desirable, with experience in Adobe Illustrator or InDesign.
- Data management experience and archiving skills a bonus.
- Experience with multi-track audio recording and editing.

Need Driving Licence

Yes

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- 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 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        KOSR000826-5658

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.

Required skills:

Drafting web stories, taking photos, and producing videos (filming and editing)

* 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: 28.11.2019

doa.apply_url

https://vmam.unv.org/candidate/show-doa/S09TUjAwMDgyNg==

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.