UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

LBYR000043–Editorial and Publishing Officer


Informations générales

<table>
<thead>
<tr>
<th>Pays d'Affectation</th>
<th>Libya</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agence/Institution hôte</td>
<td>International Organization for Migration</td>
</tr>
<tr>
<td>Catégorie de volontaire</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Nombre de Volontaires</td>
<td>1</td>
</tr>
<tr>
<td>Durée</td>
<td>12 mois</td>
</tr>
<tr>
<td>Possibilité de prolongation de contrat</td>
<td>Oui</td>
</tr>
<tr>
<td>Date présumée du début d’affectation</td>
<td></td>
</tr>
</tbody>
</table>

Remarque sur le lieu d’affectation

The extension is dependent on continuation of mandate, availability of funding, operational necessity and satisfactory performance; there is no guarantee of assignment extension.

Conditions de vie

The UN Volunteer will be based in Tunis, Tunisia

Geography and Climate: Tunisia, the smallest country of the North African coast, with a population of slightly over 11 million of which about 60% live in urban locations, has one of the highest living standards on the continent. Tunis is the capital of the country and the largest city (population of approximately two million in and outside the city proper). As a small country, all destinations within Tunisia can be reached in a day.

We are inspiration in action.
Titre de l'Affectation

Editorial and Publishing Officer

Contexte organisationnel & description du projet

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM has strong presence in Libya, working from three offices in East, West and South. With several projects across Libya including in the cities of Tripoli, Sabratha, Benghazi, Tobruk, Azzawyia, Zwara, Misrata, Sirt, Albayda and Derna, the Mission has the following active workstreams.

- Voluntary Humanitarian Return
- Health
- Technical Cooperation and Search and Rescue (SAR)
- Integrated Border Management (IBM)
- Displacement Tracking Matrix (DTM)
- Counter Trafficking
- Labor Migration
- Mental health and Psychosocial Support
IOM Libya has 44 professional staff and more than 300 of national staff in Libya and Tunis.

Due to the volatile security situation in Libya, IOM Libya’s at the moment deploys 3 international staff (on rotational basis) as approved by the UNDSS. Most of the international staff are currently in Tunis and managing and directing their respective program/s remotely.

**Objectifs de développement durable**

17. Partnerships For the Goals

**Description de l'action**

Within the delegated authority and under the overall supervision of the Chief of Mission and the direct supervision of the Senior Programme Development and Donor Liaison Officer, the UN Volunteer will be responsible for providing support to:

1) Support in completing research papers and reports for relevant projects and programmes by proofreading;

2) Draft and edit donor materials that are informed, accurate, and consistent with IOM’s branding guidelines.

3) Proof read all IOM publications and coordination with the PI Officer

These materials support the organization's fundraising goals and play a critical role in IOM’s donor engagement strategy.

The incumbent will work closely with Project Development Officers in the Project Development Support Unit (PDSU) and with Public Information (PI) staff.

The responsibilities have two distinct workstreams. The incumbent will divide his/her time approximately 50/50 between work in support of the implementation of IOM’s donor engagement and communication strategies, by supporting the respective units with development of various materials as needed, and drafting and editing documents, mainly donor reports and studies.

The Editorial and Publishing Officer will have the opportunity to acquire an in-depth understanding of the situation in Libya, specifically the current political and migration crises, as he/she will be reading thoroughly every publication of the Mission containing analysis of the challenges this country faces at the moment and will gain exposure to both the PDSU and programme teams.

**Content development and communication**

- Work closely with the PDSU staff to identify writing needs
- Produce newsletters, fact sheets, brochures, program updates
- Conduct research on substantive issues related to publication, using internal and external resources
- Craft effective donor-facing messages and engaging stories
- Produce presentations and other visual materials illustrating the achievements of IOM’s programmes
- Develop electronic templates, specifications and style sheets for the development of publications

**Editing and document flow**

- Draft, edit and proofread IOM written materials prepared for publishing or submission, including studies, reports, proposals, communication materials, etc. ensuring accuracy of content, terminology, grammar, syntax, punctuation, and spelling and conformity with IOM standards, policies and practice.
- Liaise with programme units to ensure accuracy and consistency in materials produced
- Act as a report-writer during high-level meetings with donors or government officials, assist with production of minutes and records of conversation
- Take notes for project kick-off and review meetings, where required

En plus de ce qui précède, les Volontaires des Nations Unies sont censés :

- Renforcer leurs connaissances et compréhension du concept du volontariat en lisant la documentation mise à disposition par le programme VNU, les publications externes et prendre activement part aux activités du programme VNU, par exemple s’impliquer dans les activités commémoratives de la Journée internationale des Volontaires (JIV), le 5 décembre.
- Se familiariser et développer toute forme de volontariat traditionnel et/ou local au niveau du pays d’accueil.
- Refléter le type et la nature des actions volontaires qu’ils entreprennent, y compris leur participation dans les réflexions substantielles.
- Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la publication du programme VNU/ site web, bulletin et notes de presse, etc.
- Promouvoir ou conseiller les groupes locaux dans l’utilisation des volontaires en ligne ou encourager les individus et les organisations à utiliser les services de volontaires en ligne quand cela est techniquement possible.

**Résultats / résultats attendus**

- As an active IOM team member, efficient, timely, responsive, client-friendly and high-quality support rendered to IOM and its beneficiaries in the accomplishment of her/his functions, including:
  - Donor materials regularly developed, informative and relevant
  - Draft and edit donor materials that are informed, accurate, and consistent with IOM’s branding guidelines

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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

We are inspiration in action
Qualifications / Exigences

Domaine de qualification: Master degree or equivalent

Niveau de qualifications - autres commentaires:

Master’s degree in Languages, Linguistics, Journalism, Communications or a related field from an accredited academic institution

University degree in the above fields with four years of relevant professional experience

Expérience Requise: 24 mois

Remarques sur l'Expérience:

- Master’s degree in Languages, Linguistics, Journalism, Communications or a related field from an accredited academic institution with two years of relevant professional experience;

or

- University degree in the above fields with four years of relevant professional experience.
- Success in the United Nations competitive examination for editors or the United Nations competitive examination for translators/précis-writers and verbatim reporters would be an advantage.
- Working experience and familiarity with subjects of direct relevance to the work of IOM would be an asset

Linguistiques:

- English (Mandatory), Niveau - Fluent
- AND - Arabic (Optional), Niveau - Working Knowledge

Domaine d'expertise:

- Public information and reporting Obligatoire
- Web and graphic design Obligatoire
- Knowledge management, archiving and documentation Obligatoire

Domaine d'expertise requis:

- Two years of professional experience in editing, preferably at the international level;
- Previous experience in editing, graphic design, online communications and social media skills;

Permis de Conduire exigé: Non

Compétences et Valeurs:

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
• Commitment and Motivation
• Communication
• Creativity
• Empowering Others
• Ethics and Values
• Integrity
• Knowledge Sharing
• Managing Performance
• Planning and Organizing
• Professionalism
• Respect for Diversity
• Self-Management
• Technological Awareness
• Vision
• Working in Teams

Conditions de service et autres informations

Conditions de 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
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.

**Code d'application**

LBYR000043-6372

**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:** 02 March 2020

**doa.apply_url**

https://vmam.unv.org//candidate/show-doa/TEJUjAwMDA0Mw==

**Avertissement**

Le programme VNU est un programme qui promeut l'égalité des chances et encourage les candidatures de professionnels qualifiés. Le Programme VNU s'engage à assurer la diversité en termes de genre, de nationalités et de cultures.