UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

NAMR000267--Communications 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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Namibia</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>Joint United Nations Programme on HIV/AIDS</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>until 31-03-2020</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Windhoek [NAM]</td>
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<tr>
<td>Assignment Place</td>
<td></td>
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<tr>
<td>Assignment Place Remark</td>
<td>Family Duty Station</td>
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Living Conditions

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the malicious insurance plan.

Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Communications Officer</th>
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<tr>
<td>Organizational Context &amp; Project Description</td>
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The Joint United Nations Programme on HIV/AIDS (UNAIDS) leads and inspires the world to achieve its shared vision of zero new HIV infections, zero discrimination and zero AIDS-related deaths. UNAIDS
The UNAIDS Country Office (UCO) Windhoek, Namibia works closely with Ministry of Health and other line ministries, CSOs and other development partners providing:

- Leadership, advocacy and communication to fast track the AIDS response
- Effective and inclusive partnerships for impact and sustainability
- Strategic information for an evidence informed response and global political agenda

UNAIDS supports the country in responding to the HIV epidemic, with a special focus on HIV Prevention, addressing gender and human rights issues, analysing data and provision of strategic information to guide the response, and institutional strengthening of government, private sector and civil society organisations (CSO) partners to Fast track the AIDS response.

**Sustainable Development Goals**

3. Good Health and Well-being

**Task description**

Under the overall supervision of the UNAIDS Country Director (UCD) and direct guidance of the Fast Track Advisor, and working in close collaboration, where appropriate, with relevant colleagues in the country office (Community Support Adviser, Strategic Information Adviser, etc.) and working in partnership with Joint UN Team on AIDS, CSOs and selected regions the UNV will contribute to:

- Assist the UCD and the UN Joint Team on AIDS in the preparation, development and implementation of specific initiatives and activities related to HIV prevention, treatment and impact mitigation in line with the Political Declaration of the 2016 High Level Meeting on AIDS, the fast track approach, the UNAIDS 2016-2021 Strategy and coordination of the National AIDS Commission’s programme.

- Support analysis of existing data to generate strategic information to identify programmatic gaps. Facilitate sharing and utilization of relevant strategic information and work with key partners to propose/suggest new areas of research in order to further develop knowledge for planning and programming related to vulnerable groups.

- Liaise with appropriate ministries and departments in Government and civil society organizations for collecting and sharing (after UCD’s clearance) Gender, Legal and HR information on vulnerable groups.

**Specific tasks include**

**Documentation**
1. Gather and analyse information on UCO activities and document into a one-page story in order to record background, process, results, achievements, challenges, and next steps.

2. Support analysis of existing data to generate strategic information to identify programmatic gaps. Facilitate sharing and utilization of relevant strategic information and work with key partners to propose/suggest new areas of research in order to further develop knowledge for planning and programming related to vulnerable groups.

3. Support the UCO in developing one-pager communiques on recent publications / UCO activities in order to support dissemination in country.

4. Develop “UCO Communications Strategy” document in order to record communications related work, social media accounts, and used strategies for future communications focal points.

5. Take photographs during UCO related events and archive appropriately into office shared drive. This includes photo editing (where needed) and photo selection for archive.

6. Provide support to the Joint UN Team on AIDS and other partners to promote collaborative synergies for sustained and consistent support to networks and organizations for effective advocacy and inclusion of community priorities in the joint work planning.

   **Social Media**

   Develop and implement a monthly social media calendar (which is used to plan and execute social media posts) for Twitter, Instagram, and Facebook. Calendar will include at least one original post per week as well as ad hoc retweets and reposts of related content per day.

7. Strategically source content from UNAIDS Cosponsors and other partners for the social media calendar, including leveraging content from events related to UNAIDS’ scope of work.

8. Monthly assessment of the social media content in order to be aware of engagements; what works and what doesn’t work, using social media analytics.

   **Publications**

9. Gather stories and write articles on activities of the UCO to be featured in the monthly UN Namibia newsletter and social media platforms.

10. Produce and promote one infographic and/or animated content every two weeks for promotional purposes using online tools such Lumen5, Canva, Photoshop.

11. Gather information on UCO events and publish weekly on UN Namibia Monday Menu and UNAIDS Weekly Review.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the
Required Degree Level
Bachelor degree or equivalent

Education - Additional Comments
Honours degree in arts, graphic design, journalism, media or communications, or a related discipline.

Required experience
36 months

Experience Remark
- Excellent communication skills (writing and presentation) in English
- Demonstrated ability in social and digital media platforms, including Facebook, Twitter, and Instagram
- Demonstrated ability in publishing software such as Adobe Photoshop, Microsoft Publisher and MSOffice or equivalent open software and/or other relevant software packages

Results/Expected Outputs

As an active UNAIDS team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNAIDS and its beneficiaries in the accomplishment of her/his functions, including:

- Weekly events communications
- Social media engagement and content development
- Monthly publications of events and good case practice documentation
- 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
Demonstrated ability in producing basic infographics and audio-visual work for online and social media.

Sensitivity to political, cultural and national differences and adaptability to multicultural environments.

Ability to work independently and as a team member

Good understanding of media and communication

Good organisational and inter-personal communication skills.

Basic understanding of issues related to the HIV epidemic in Namibia

Language
- English (Mandatory), Level - Fluent

Area of Expertise
- HIV/AIDS support Optional
- Web and graphic design Mandatory
- Other communications related experience Mandatory

Area of Expertise Requirement
- Demonstrated ability in publishing software such as Adobe Photoshop, Microsoft Publisher and MSOffice or equivalent open software and/or other relevant software packages
- Demonstrated ability in producing basic infographics and audio-visual work for online and social media.

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity

Need Driving Licence: No
Conditions of Service and other information

Condition of Service

Click here to view Conditions of Service

Conditions of Service:

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 (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

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

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.

Application Code NAMR000267-5445

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: 30th September 2019
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.