El programa de Voluntarios de las Naciones Unidas (VNU) es la organización de la ONU que contribuye a la paz y al desarrollo en todo el mundo por medio del voluntariado. El voluntariado es una forma poderosa de involucrar a los ciudadanos para hacer frente a los desafíos en materia de desarrollo, y capaz de transformar el ritmo y la naturaleza del mismo. El voluntariado beneficia tanto al conjunto de la sociedad como a los voluntarios, fortaleciendo la confianza, la solidaridad y la reciprocidad entre las personas y creando oportunidades de participación apropiadas. Para impulsar la paz y el desarrollo, el programa VNU promueve el reconocimiento de la contribución de los voluntarios, trabaja con sus asociados para integrar el voluntariado en los programas de desarrollo y moviliza en todo el mundo a un número cada vez mayor y más diverso de voluntarios, incluidos Voluntarios de las Naciones Unidas. El programa VNU entiende el voluntariado como universal e incluyente, y reconoce el voluntariado en toda su diversidad, así como los valores que lo sustentan: libre albedrío, entrega, compromiso y solidaridad. En la mayoría de las culturas, el voluntariado está profundamente arraigado en antiguas tradiciones de cooperación y apoyo fuertemente establecidas entre las comunidades. En este contexto los Voluntarios de las Naciones Unidas participan en varias formas de voluntariado y juegan un papel esencial en el desarrollo y la paz junto a sus colegas, agencias receptoras y comunidades locales. En todas las asignaciones, los Voluntarios de las Naciones Unidas promueven el voluntariado por medio de su acción y conducta. La participación en actividades voluntarias puede enriquecer efectiva y positivamente su entendimiento de la realidad local y social, así como también crear un puente entre los voluntarios y la gente de la comunidad receptora. Esto hará que su tiempo como Voluntario de la ONU sea aún más satisfactorio y productivo.

Información general

<table>
<thead>
<tr>
<th>País de la asignación</th>
<th>Nigeria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencia / Entidad Anfitriona</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Categoría de Voluntariado</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Número de Voluntario</td>
<td>1</td>
</tr>
<tr>
<td>Duración</td>
<td>12 meses</td>
</tr>
<tr>
<td>Fecha de Inicio Esperada</td>
<td>Inmediatamente</td>
</tr>
<tr>
<td>Lugar de Destino</td>
<td>Abuja [NGA]</td>
</tr>
<tr>
<td>Lugar de Asignación</td>
<td>Lugar de Destino Apto para Familias</td>
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</tbody>
</table>

Observación sobre el lugar de asignación

Abuja is the capital city of Nigeria located in the centre of the country within the Federal Capital Territory (FCT). It is a planned city and was built mainly in the 1980s, replacing the country's most populous city of Lagos as the capital on 12 December 1991. As of 2015, the city is experiencing an annual growth of at least 35%, retaining its position as the fastest-growing city on the African continent and one of the fastest-growing in the world.
**Detalles de la Asignación**

**Titulo de asignación**
Programme/Communication Assistant, Gender and Human Rights

**SP Contexto Organizativo & descripción del proyecto.**

UNDP has been in Nigeria since the country became independent in 1960 providing capacity building and policy development support to the Federal Government of Nigeria in areas of Governance & Peace Building, Inclusive growth and Sustainable Development. The crises in Nigeria are closely linked to conflict, fragility, and insecurity. The United Nations is leading efforts by humanitarian, development, and peacebuilding partners, delivering urgent aid and building resilience among vulnerable people over the longer term. Swift delivery of aid, combined with early recovery and emergency development work, can address and prevent famine and ensure durable peace. Building resilience to future shocks is vital. This means creating opportunities for people to quickly earn an income to support their families and ensuring basic services are restored. The Governance and Peace Building Programme is configured to respond to Nigeria’s challenges in the area of governance, conflict mitigation and peace building. The commitment of the Nigerian government to address these issues is affirmed in the Vision 20:2020 and the Transformation Agenda of the Government. These priorities are being addressed in the 7th Country Programme Action Plan (CPAP) between the Federal Republic of Nigeria and UNDP (2009-2013). They have also been confirmed by the Common Country Assessment for Nigeria within the current United Nations Development Assistance Framework (UNDAF). The policy thrust includes improving governance, security, law and order; consolidating the democratic process; engendering more efficient and effective use of resources; addressing the root causes of corruption and strengthening accountability and transparency in governance. UNDP and partners supported the 2011 and 2015 general elections and the electoral cycle.

This UNV assignment is part of the Nigeria Spotlight Initiative to eliminate violence against women and girls. The Spotlight Initiative is an EU-UN global, multi-year initiative focused on eliminating all forms of violence against women and girls (VAWG). The Initiative is so named as it bring focused attention to the issue, moving it into the spotlight and placing it at the centre of efforts to achieve gender equality and women’s empowerment, in line with the 2030 Agenda for Sustainable Development. The Spotlight Initiative in Nigeria, will aim to support a Nigeria where all women and girls, particularly the most vulnerable, live a life free from violence and harmful practices. The vision will be realized by addressing the linkages between sexual and gender-based violence and harmful practices with related aspects of sexual and reproductive health and rights as a cross-cutting theme. Focus will be on prevention efforts, particularly addressing the root causes of gender-based violence and harmful practices (child marriage and FGM) against women and girls; and ensuring access to inclusive, timely, and quality services for victims and survivors. The geographic scope will be vertical, supporting interventions at federal, state and...
community levels and horizontally across 5+1 focus states (Lagos, Sokoto, FCT, Ebonyi, Adamawa and Cross River), one per geo-political zone, based on a mixed set of criteria (including prevalence, political will, enabling environment, capacities and potential to facilitate further expansion and upscaling). The most vulnerable women and girls will be targeted.

**Sustainable Development Goals**

5. Gender Equality

**Descripción de la tarea**

Under the direct supervision of the Programme Manager, Gender and Human Rights, the Programme Communications Assistant shall be responsible for the management of specific interventions of the programme:

- Support the Spotlight Team/ Gender team with the implementation of the project’s activities in accordance with the annual work plans and towards achieving the project outputs and outcomes;
- Support the development of news stories and briefs for the website and newsletters, the production of advocacy and outreach materials, and the formulation of key messages;
- Assist in the production of multimedia content as well as of information products (e.g. audio-visual materials, press releases, feature articles, speeches, booklets, brochures, radio spot program, etc.);
- Support activities to promote media coverage (e.g. press conferences, interviews, press seminars and other special activities) of priority issues and/or major events, propose proactive media outreach efforts, assist in disseminating materials and consulting with press on approach/story angle and other information requests, support appropriate follow-up action and analyzing and reporting on the impact of coverage;
- Assist in preparing and updating content for the web site and social media and other communication activities in line with guidance from HQ, regional and country office, and project guidelines, as well as monitoring and reporting on progress, taking appropriate follow-up action, and analyzing the outcome;
- Assist in moderating social media platforms, engage with social media audience, and respond to online queries;
- Support the preparation and dissemination of newsletters and impact stories, donor reports, civic education and community awareness, where appropriate, to support projects;
- Monitor and analyze current events, public opinion and press, identify issues and trends, and advise the technical team on appropriate action/responses;
- Assist the Spotlight Team to prepare and organize workshops, training and meetings with partners and key stakeholders;
- Support the documentation and reporting on programme activities, writing meeting minutes, mission and training reports;
- Give inputs to quarterly progress reports and contribute to the drafting of annual and bi-annual project reports;
- Support research to inform preparation of talking points, concept notes and other documentation;
- Assist with support in partnership building, regular follow up with national authorities and civil society groups/think tanks involved in multi-sectoral gender programming, including revision of CO
• Assist in providing guidance and support to UNDP implementing partners/responsible parties, carrying specific activities within the project;
• Participate in field visits and facilitate a good working relationship between UNDP and key partners;
• Assist the technical team in procurement of goods and services;

Además de lo anterior, a los Voluntarios de la ONU se les insta a:

• Fortalecer su conocimiento y entendimiento sobre el concepto de voluntariado por medio de la lectura de publicaciones pertinentes tanto del programa VNU como externas, así como desempeñar un papel activo en las actividades del programa VNU, como por ejemplo en los eventos de conmemoración del Día Internacional del Voluntariado (DIV);
• Conocer y desarrollar las formas tradicionales y/o locales de voluntariado en el país anfitrión;
• Reflexionar sobre el tipo y la calidad de la acción voluntaria que se lleva a cabo, incluida su participación en actividades realizadas periódicamente;
• Contribuir con artículos/criticas (opiniones) de las experiencias en el terreno y enviarlas a la sede para su publicación en el sitio web, publicaciones, panfletos/boletines, notas de prensa, etc. del programa VNU;
• Ayudar con el Programa de Mentores para los nuevos Voluntarios de la ONU;
• Asesorar a grupos locales en el uso del Servicio Voluntariado en Línea del programa VNU o promover el uso del servicio con individuos y organizaciones locales pertinentes cuando sea técnicamente posible;

**Resultados / Resultados esperados**

Upon completion of the assignment the UN Volunteer will be able to:

• Develop creative and impactful communication materials to disseminate and promote the work of UNDP and key partners, drafted in collaboration with the technical and communications team;
• Increased programme visibility through increased number of communication materials and media engagements;
• Assist in the preparation and provide quality assurance for slides, presentation materials, reports, and other information materials for internal and external audience;
• Deliver tasks in an efficient manner and to a high quality;
• Provide support to the technical team including coverage of the various events/initiatives organized by the UNDP office such as workshops, meetings, and advocacy engagements;
• Monitor and report on gender equality, human rights, sexual and gender-based violence, harmful practices, sexual and reproductive health and rights, HIV/AIDS, key and vulnerable populations, and other related issues;
• Participate in activities aimed at strengthening the capacity of local authorities and civil society organizations;
• Develop good relationships with partners, donors and advocacy skills with and national authorities;
• Deliver effective training modules to support the integration of gender in the Mission;
• Organize meetings and ensure documentation such as meeting minutes;
• Contribute to the development of high-quality reports (internal reports and external reports including donor reports)
• 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);

• 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

Cualificaciones/Requisitos

Nivel de Grado Requerido Bachelor degree or equivalent

Educación - Comentarios Adicionales
• Bachelor Degree in Communications, Journalism, Web and Social Media, Public Relations, Advertising, Digital Marketing, Development Studies, Conflict Studies, Gender Studies, Human Rights, or other related fields with top tier grade;

Experiencia Necesaria 36 meses

Comentarios sobre la experiencia
• Experience in communication or advocacy work from a perspective of Gender, Human Rights and/or Development is an asset
• Motivated to contribute towards peace and development, especially through gender equality, and to serve others;

Lingüísticas
• English (Mandatory), Nivel - Fluent

Área de Experiencia
• Journalism, mass media and broadcasting Opcional
• Other communications related experience Opcional

Requisito de área de experiencia
• Demonstrated interest and/or experience (2 years) in writing in English including; articles, press releases, social media contents, blogs and knowledge products, use of social media for interactive development communication/advocacy, producing multimedia contents including video, participation in awareness campaigns

Necesita Licencia de Conducir No

Competencies y Valores
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.

**Código de aplicación** NGAR000105-6517

**Procedimiento para la aplicación**

**Not yet registered in the UNV Talent Pool?**

First register your profile at [https://vmam.unv.org/candidate/signup](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](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?**

First update your profile at [https://vmam.unv.org/candidate/profile](https://vmam.unv.org/candidate/profile).

Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](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.

\textit{! FOR National UN Volunteer assignments ONLY}

This is a national UN Volunteer assignment, therefore only nationals of Nigeria and legal residents in Nigeria with a residency permit, the status of refugee or with the status of being stateless are eligible to apply. \textit{Don’t forget to tick the yes box for: “I am interested in serving as a volunteer in my own country.”}

\textbf{Application deadline: 12-03-2020}

doa.apply_url \hspace{1cm} https://vmam.unv.org//candidate/show-doa/TkdBUjAwMDEwNQ==

\textit{Advertencia}

El programa de Voluntarios de las Naciones Unidas es un programa basado en la igualdad de oportunidades, que recibe gratamente aplicaciones por parte de profesionales cualificadas/os. Estamos comprometidos a lograr la diversidad en términos de género, nacionalidad y cultura.