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
Panama

Host Institute
Resident Coordinator Office

Volunteer Category
National Specialist

Number of Volunteer
1

Duration
6 months

Expected Starting Date
Immediate

Duty Station
Panama City [PAN]

Assignment Place
Family Duty Station

Assignment Place Remark

Living Conditions

Living conditions in Panama are good. There is no immediate threat of violence and the situation in the country is peaceful. At times demonstrations are held related mainly to labor disputes or other local issues, typically non-violent. Politically motivated violence in Panama is not a problem, as neither are recognized domestic terrorist organizations.

Crime: Panama is relatively safe compared to other countries in Latin America. Although the areas of high crime are concentrated in the bigger cities, these are limited to specific spots.

Traffic safety and road conditions: Panama’s roads, traffic, and transportation systems are generally safe. Driving is often hazardous and demanding due to dense traffic, undisciplined driving habits, poorly maintained streets, and a lack of effective signs and traffic signals. Traffic accidents are a potential security issue. On roads where poor lighting and driving conditions prevail, night driving is difficult and should be approached with caution.

Climate: Panama has a tropical climate. Temperatures are uniformly high—as is the relative humidity—and there is little seasonal variation. Diurnal ranges are low; on a typical dry-season day in the capital city, the early morning minimum may be 24°C in the...
afternoon maximum 30°C. The temperature seldom exceeds 32°C for more than a short time. Temperatures on the Pacific side of the isthmus are somewhat lower than on the Caribbean, and breezes tend to rise after dusk in most parts of the country. Almost all of the rain falls during the rainy season, which is usually from April to December. Although rainy-season thunderstorms are common, the country is outside of the hurricane belt.

Economy: In recent years, the Panamanian economy has been among the fastest growing and best managed in Latin America. However, like most countries in the region, Panama is feeling the impact of the global financial crisis, which threatens to undermine the social gains made in the past few years. Despite Panama’s status as an upper-middle income nation – as measured by per capita GDP – it remains a country of stark contrasts. Perpetuated by dramatic educational disparities, over one-third of Panama’s population lived in poverty in 2008 and 14.4% in extreme poverty.

Assignment Details

Assignment Title: UN75 initiative Project Coordinator

Organizational Context & Project Description

This UNV assignment is part of the UN 75 initiative global project that takes more relevant under the COVID-19 emergency where international cooperation and multilateralism are essential to recovering better from the pandemic.

Covid-19 is a clear reminder of the need for more cooperation across borders, sectors, and generations. The world response will determine how fast the world recovers to achieve the Sustainable Development Goals, and how we will handle the pressing challenges such as climate crisis, pandemics, inequalities, new forms of violence, changes in our populations, migrations and other new challenges.

In January 2020, the UN Secretary-General launched a global dialogue initiative and discussions that will take place around the world. In order to reach as many people as possible, we have built partnerships with youth, civil society, business, and media organizations, and created a one-minute survey that is quick and easy to complete with a strong emphasis in online dialogue.

The Member States agreed to hold a high-level event on 21 September to mark the UN’s 75th anniversary, and to adopt a forward-looking political declaration which will be negotiated through an intergovernmental process on: “The future we want, the United Nations we need: reaffirming our collective commitment to multilateralism”.

The UN75 initiative is highly complementary, putting that theme to stakeholders across the world. The support of Member States is crucial to our success – through national activities and outreach and support to the global effort to evaluate multilateralism and international cooperation for development.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Within the delegated authority and under the supervision of the National Information Officer or his/her designated mandated representative(s), the UNV UN75 Coordinator will:

- Coordinate the communication, dissemination and awareness efforts that are carried out within the framework of the 75-year initiative of the United Nations in the country offline and online.
- Develop a plan of actions, follow up on the actions according to the deadlines established in the project.
- Support in the processes of historical research and preparation of communication and information materials, conceptual notes and other materials required within the framework of the initiative of the UN75.
- Coordinate meetings with counterparts and participate in meetings related to UN75.
- Support with invitations to mass media and/or key partners in virtual and/or face-to-face meetings when required.
- Identify key actors and/or allies for the successful execution of the project/s carried out within the framework of the initiative.
- Any other related tasks as may be required or assigned by the supervisor.
Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- 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 self-reports on UN Volunteer actions, results and opportunities.
- 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.

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**

- As an active of the Resident Coordinator Office team member, efficient, timely, responsive, client-friendly and high-quality support rendered to the UNV and its beneficiaries in the accomplishment of her/his functions, including:
- Coordinate and execute the communication, dissemination and awareness actions in the framework of the UN75 initiative in Panama to contribute to the results at the local and global level to strengthen the multilateralism in the middle of the COVID-19 pandemic and to the future.
- 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
- 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**

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<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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**Education - Additional Comments**

Bachelor’s degree in a relevant area, e.g. communication, journalism, international relations or area related to the previous ones.

**Required experience**

24 months

**Experience Remark**

- Bachelor’s degree in a relevant area, e.g. communication, journalism, international relations or area related to the previous ones;
- At least 2 years of professional work experience at the national and/or international level in the communication area coordinating
projects and/or teams with experience in the development of journalistic or documentary investigations, or other similar programs; having knowledge in the SDG is an asset, as is experience working in the UN or other international development organization;

- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Desirable: valid national driver’s license and proven ability to drive manual gear 4x4 over rough terrain; (if not applicable, delete)
- Sound security awareness;

Have affinity with or interest in the communication and information area of the RCO and UNIC, volunteerism as a mechanism for durable development, and the UN System

**Language**

- Spanish (Mandatory), Level - Fluent

**Area of Expertise**

- Journalism, mass media and broadcasting Mandatory

**Area of Expertise Requirement**

Communication area coordinating projects and/or teams.

Development of journalistic or documentary investigations, or other similar programs.

Having knowledge in the SDG is an asset.

**Need Driving Licence**

No

**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 (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 (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 PANR000208-7510

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.

This is a national UN Volunteer assignment, therefore only nationals of Panama and legal residents in Panama with the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 07 August 2020 at 23:59hrs, Germany time

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

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.