

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

## PANR000210--Comunicación y género

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

<b>Country of Assignment</b>	Panama
<b>Host Institute</b>	World Food Programme
<b>Volunteer Category</b>	Community UN Volunteer full-time
<b>Number of Volunteer</b>	1
<b>Duration</b>	8 months
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Panama City [PAN]
<b>Assignment Place</b>	Non-Family Duty station

### Assignment Place Remark

- Debido a situación actual del COVID-19 y sus limitaciones para la movilidad, las funciones se deben realizar desde el lugar de residencia, sin tener acceso físico a las oficinas en la ciudad de Panama.
- El puesto requiere tiempo completo existiendo flexibilidad en cuanto a horarios, asegurando siempre una coordinación en función de los horarios establecidos en la oficina regional y los países nacionales. Toda la interacción se hará virtual.
- La duración del contrato es de 8 meses o máximo hasta finales marzo 2020.

### 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

Comunicación y género

## Organizational Context & Project Description

El Programa Mundial de Alimentos (WFP) es la agencia humanitaria más grande del mundo que lucha contra el hambre. En promedio, WFP llega a más de 90 millones de personas con asistencia alimentaria en 80 países cada año. Alrededor de 13,500 personas trabajan para la organización, la mayoría de ellas en áreas remotas, sirviendo directamente a las personas en vulnerabilidad de seguridad alimentaria y nutricional. WFP forma parte del sistema de las Naciones Unidas.

Este puesto se realizará en la Oficina Regional para América Latina y el Caribe, con sede en Panamá, para el apoyo a las unidades de comunicación y de género en la preparación de materiales audiovisuales y gráficos para visibilizar el trabajo que realiza la organización en apoyo al empoderamiento de las mujeres rurales en la región.

## Sustainable Development Goals

5. Gender Equality

## Task description

El puesto de comunicaciones y género estará bajo la supervisión general de la Asesora Regional de Género, bajo la Unidad de Programas, y coordinará su trabajo con la Unidad de Comunicación. Ella/él trabajará en estrecha colaboración con Oficiales de Género, Puntos focales de Género y Oficiales y Asistentes de Comunicación Nacionales tanto en Panamá como en los 12 países de la región.

Se espera que el/la voluntario/a apoye a WFP en la elaboración y compilación de materiales comunicacionales sobre género y empoderamiento de las mujeres rurales para visibilizar el trabajo de WFP en la región en esta área de trabajo. Asimismo, apoyará en eventos y campañas en Panamá y regionales relacionados con temática de género.

## RESPONSABILIDADES CLAVE

- Apoyar en la compilación y organización de historias, videos, fotos y otros productos de comunicación provenientes de la región y del archivo existente sobre la temática de género y empoderamiento de las mujeres.
- Escribir blogs en Medium para [historias.wfp.org](http://historias.wfp.org) y artículos cortos para la intranet.
- Sugerir y desarrollar contenido para Facebook, Instagram, LinkedIn y Twitter en español principalmente (inglés y francés deseable), siguiendo los lineamientos de WFP.
- Editar fotos y videos cortos usando entrevistas, imágenes de apoyo y fotos siguiendo las pautas y lineamientos de WFP
- Crear gráficos, infográficos y otros productos de diseño usando programas tipo Canva y el paquete de software de Adobe.
- Apoyar en el desarrollo y realización de ideas, productos y eventos internos y externos relacionados a la temática de género y para promocionar historias de mujeres rurales y sus derechos.
- Traducir material al español o al inglés.

- Completar otros proyectos según lo asignado, incluida la preparación de presentaciones de Power Point.
- Otras tareas solicitadas por la supervisora

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

Elaboración de un plan de coordinación entre las diferentes oficinas en función del calendario acordado.

- Archivo virtual (trello o similar) construido y completado como repositorio de todo el material.
- Materiales gráficos (infográficos, sways, PPTx, posters, visuales redes sociales u otros) elaborados al menos para el 80% de los países de la región.
- Videos-minutos compartidos por las oficinas editados y compartibles.
- Materiales listos para compartir en días internacionales de desde 15 oct al 8 de marzo.
- Informe compilación de la participación y contribución de los países en un Sway al finalizar.
- La perspectiva de Edad, Género y Diversidad (AGD) se aplica, integra y documenta de manera sistemática en todas las actividades a lo largo de la tarea.
- Una declaración final de los logros alcanzados durante la asignación, así como informar sobre el número de voluntarios movilizados, las actividades participadas y las capacidades desarrolladas.
- 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** Secondary education

### Education - Additional Comments

Las personas candidatas deben estar inscritas en un programa de licenciatura o posgrado de una universidad reconocida en una de las siguientes áreas: Comunicaciones, Diseño, Producción Multimedia, Periodismo y/o programas relacionados. Así mismo conocimiento de temas de género y empoderamiento de las mujeres como parte de los estudios realizados.

- El/La candidato/a debe haber asistido a cursos en los últimos 12 meses y haber completado al menos dos años de estudios de pregrado.
- Las personas recién graduadas (hasta 6 meses) son también elegibles para aplicar.

**Required experience** 0 months

### Experience Remark

Las personas candidatas deben estar inscritas en un programa de licenciatura o posgrado de una universidad reconocida en una de las siguientes áreas: comunicaciones, Diseño, Producción Multimedia, Periodismo y/o programas relacionados. Así mismo conocimiento de temas de género y empoderamiento de las mujeres como parte de los estudios realizados.

- El/La pasante debe haber asistido a cursos en los últimos 12 meses y haber completado al menos dos años estudios de pregrado.
- Las personas recién graduadas (hasta 6 meses) son también elegibles para solicitar la pasantía.

**Language**

- Spanish (Mandatory) , Level - Fluent
- AND - English (Optional) , Level - Working Knowledge

**Area of Expertise**

- Gender equality and the advancement of women Optional
- Journalism, mass media and broadcasting Optional

**Area of Expertise Requirement**

- Diseño, Producción Multimedia, Periodismo y/o programas relacionados.
- Conocimiento de temas de género y empoderamiento de las mujeres.

**Need Driving Licence**

No

## Conditions of Service and other information

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**Condition of Service**[Click here to view Conditions of Service](#)**Conditions of Service:**

Note on novel coronavirus – COVID-19.

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.

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).

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.

As UN Community Volunteers serve in the communities in which they live, they are not eligible for travel, settling in grant or resettlement allowance entitlements.

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 project context including security and emergency procedures;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to 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;
- Day to day 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**

PANR000210-7527

#### **Application procedure**

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W. [www.unv.org](http://www.unv.org)

*We are inspiration in action*

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

**¿Aún no se ha registrado en la reserva de candidatos de VNU?**

Por favor, primero registre su perfil en <https://vmam.unv.org/candidate/signup>. Importante: Después de crear su cuenta, complete todas las secciones de su perfil y envíelo. Luego diríjase a “Mi Página” a través del siguiente enlace <https://vmam.unv.org/candidate/mypage> y seleccione la opción de “reclutamiento especial”. Finalmente seleccione el reclutamiento especial al cual usted desea aplicar.

**¿Ya se encuentra registrada/o en la reserva de candidatos de VNU?**

Por favor, primero actualice su perfil en <https://vmam.unv.org/candidate/profile>. Luego diríjase a “Mi Página” a través del siguiente enlace <https://vmam.unv.org/candidate/mypage> y seleccione la opción de “reclutamiento especial”. Finalmente seleccione el reclutamiento especial al cual usted desea aplicar.

**Application deadline:** 13-August-2020 at 23:59hrs, Germany time

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/UEFOUjAwMDIxMA==>

**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.*