UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

RWAR000554--Communications Associate

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: Rwanda
Host Institute: United Nations Development Programme
Volunteer Category: National Specialist
Number of Volunteer: 1
Duration: 12 months
Possibility of Extension: Yes
Expected Starting Date: Immediate
Duty Station: Kigali [RWA]
Assignment Place: Family Duty Station
Assignment Place Remark:

Living Conditions

The Republic of Rwanda is a landlocked country in the Great Lakes region of east-central Africa, bordered by Uganda, Burundi, the Democratic Republic of the Congo and Tanzania. With almost 11 million people, Rwanda supports the densest population in continental Africa most of whom engages in subsistence agriculture and 39% of the population live below the international poverty line of USD 1.25 a day. Rwanda is a verdant country of fertile and hilly terrain and bears the title "Land of a Thousand Hills".

The country has received considerable international attention due to its 1994 genocide, in which between 800 000 and one million people were killed. In 2008, Rwanda became the first country in history to elect a national legislature in which a majority of members were women. The country now has many international visitors and is regarded as a safer place for tourists.
The principal form of public transport in the country is shared taxi, with express tarmacked routes linking the major cities and local services serving most villages along the main roads of the country. Housing prices differ considerably depending on what sort of living standards you have. You can live with a local person for very cheap, take a room in a share house for anywhere from $250 to $600, or rent an entire house to yourself for a lot more. The nicer the house (and there are plenty of mansions), the higher the rent, obviously. A modern apartment could cost as much as $1,000 or more.

Internet here is pretty not expensive and fairly reliable. Some houses have wifi but most people opt to buy a USB modem and either pay for a monthly data plan or pay per KB used. Rwanda has three main telecommunication companies i.e. MTN, Tigo and Airtel which offer an unlimited monthly plan for Rwf 20,000 per month (less than U$ 25).

Rwanda has almost 40 district public hospitals and 400 health centres serving a population of nearly 11 million people. Kigali has four main public hospitals with up-to-date equipments and qualified personnel, those hospitals are King Faisal Hospital, Kigali Teaching University Hospital, Kibagabaga Hospital and Muhima Maternal Hospital. There are also many private clinics and pharmacies. Many Rwandans are covered by various health insurances schemes including rural peasants or poors who are covered by a famous Medical insurance Scheme locally known as “Mutuelle de Santé”

A combination of tropical location and high altitude ensures that most of Rwanda has a temperate year-round climate. Temperatures rarely stray above 30 degrees Celsius by day or below 15 degrees Celsius at night throughout the year. The exceptions are the chilly upper slopes of the Virunga Mountains, and the hot low-lying Tanzania border area protected in Akagera National Park. Throughout the country, seasonal variations in temperature are relatively insignificant. Most parts of the country receive in excess of 1 000 mm of precipitation annually, with the driest months being July to September and the wettest February to May.

In addition to Kinyarwanda, English and French are the major spoken languages.

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

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<th>Assignment Title</th>
<th>Communications Associate</th>
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<td>Organizational Context &amp; Project Description</td>
<td>Are you passionate about world development and want to make a difference?</td>
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The United Nations Development Programme (UNDP) works in more than 170 countries and territories, helping to achieve the eradication of poverty and the reduction of inequalities and exclusion. We help
countries develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

In Rwanda, UNDP has been implementing various programmes and projects to support the government to attain its objectives of bringing sustainable development. The new Country Programme centres on supporting Rwanda to consolidate progress made over the past cycle and to address remaining gaps, notably in reducing poverty and inequality and securing a better quality of life for its people. This will be achieved by supporting the country’s efforts to structurally transform into a more diversified, competitive, inclusive, resilient and environmentally sustainable economy, bolstered by more capable, accountable, responsive and just governance institutions.

In alignment with the National Strategy Transformation (NST1) and the United Nations Development Assistance Plan (UNDAP2) 2018-2023, and guided by the corporate Strategic Plan, 2018-2021, the country programme is structured around two pillars: (a) inclusive and sustainable growth; and (b) transformational governance for sustainable development.

Inclusive and sustainable growth

Under this pillar, UNDP provides policy advice, technical assistance and financing to programmes geared at promoting structural economic transformation, catalysing entrepreneurship, creating decent jobs, and generating data to better target and include vulnerable groups. UNDP also supports sustainable and equitable management of natural resources as a building block for inclusive and green economic growth, improved livelihoods and enhanced resilience for poor and marginalized populations.

Transformational governance for development

UNDP continued supporting healing and peacebuilding initiatives to foster social cohesion, unity and reconciliation at community level, working closely with CSOs. Additionally, UNDP supports research and assessments on unity and reconciliation to lay the ground for policy discussions and evidence-based decision-making at national and local levels.

Over the years, the Communications unit considerably supported to boost the country office’s visibility and increased outreach to various partners. The unit carries out various activities to effectively tell the stories of the results on the ground. This include but not limited to article and success stories writing covering events and field visits related to UNDP activities. It is in this respect that the UNDP Rwanda is seeking a National UN Volunteer to serve as the Communications Associate to manage the Website, Social Media and support other communication functions of the office.

Sustainable Development Goals

8. Decent work and Economy Growth

Task description

Under the direct supervision of the Communications Analyst, the UN Volunteer will undertake the following tasks:
- Manage Media events: Photography, media and reporting as needed.
- Assist the Communications Analyst in strengthening inter-units’ collaboration
- Daily Press Summaries related to UNDP work;
- Manage the updating of general content and documents on the UNDP website and Social Media (Facebook, Twitter, Flickr, YouTube)
- Produce articles/write-ups on human interest stories, publications/websites, newsletters, press releases, etc.;
- Draft social media messages for advocacy campaigns, events, international days, etc.
- Respond to various information requests
- Provide training and support to the users of the sites who have editorial rights
- Handle the continuous restructuring of the website to ensure it answers to the changing needs of UNDP’s audiences
- Undertake various other communication-related tasks for the Country Office as required, including administration of communication activities
- Provides support in building strong relationships with clients and external actors including local and international media.

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

- Media events well managed (photography, media and reporting);
- Inter-units’ collaboration collaborations strengthened;
- Daily Press Summaries related to UNDP work prepared;
- General content and documents on the UNDP website and Social Media (Facebook, Twitter, Flickr, YouTube) regularly updated;
- Quality articles/write-ups on human interest stories, publications/websites, newsletters and press releases published;
- Social media messages for advocacy campaigns, events and international days produced

- 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
Qualifications/Requirements

Required Degree Level: Bachelor degree or equivalent

Education - Additional Comments

Minimum of a bachelor’s degree in communications, journalism or public relations.

Required experience: 36 months

Experience Remark

- Experience in Web Management and/or Social Media, will be an added advantage
- Minimum 3 years of relevant work experience – in a similar full-time job at national level
- Experience with development work will be an advantage, but not a requirement.
- Proven experience in daily management of websites, and social media, preferably with a multilateral or international development organizations

Language

- English (Mandatory), Level - Fluent

Area of Expertise

- Journalism, mass media and broadcasting Mandatory
- Public information and reporting Optional
- Other communications related experience Mandatory

Area of Expertise Requirement

- Conversant with Content Management Systems, Joomla, CQ5 and the use of Windows computer applications
- Excellent command of English, both orally and in writing
- Outstanding drafting skills and creative story writer
- Ability to work independently and under tight deadlines

Need Driving Licence: No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
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: RWAR000554-6553
Application procedure: https://vmam.unv.org//candidate/show-doa/UldBUjAwMDU1NA==

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.