UN VOLUNTEER DESCRIPTION OF ASSIGNMENT
SDNR000305--Communications and Outreach 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

Country of Assignment: Sudan
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: Khartoum [SDN]
Assignment Place: Family Duty Station
Assignment Place Remark: Assignment is with family

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

Assignment Title: Communications and Outreach Officer

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Organizational Context & Project Description

The Sudan National Peace Commission was established on 17 October 2019 as an independent body and immediately entrusted with all a) political processes directly linked to the implementation of peace agreements; as well as b) building up a consensus on a new system of values, norms and institutions that regulate the peaceful management of conflict; and c) enhancing the legitimacy of the state through improved capacity to deliver on human security, welfare, human rights and the rule of law. The Prime Minister pointed to the establishment of a Peace Commission highlighting that it was his Government’s expectation that this commission, once established would be at the helm of all peacebuilding efforts. The Headquarter of the National Peace Commission is in Khartoum, while it will have sub-offices in Darfur, Blue Nile, South Kordofan and East Sudan.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Within the delegated authority and under the supervision of the Peace Commissioner or his/her designated mandated representative(s), the UNV Communications and Outreach Officer will perform the following functions:

1. Ensures planning and design of internal and external strategies for communications and outreach for the Peace Commission focusing on achievement of the following results:
   - Preparation and conduct of internal and external communications needs assessments for the Peace Commission at national and sub-national levels.
   - Drafting/editing of the Peace Commission communications and outreach strategy based on the overall vision and strategy.
   - Analysis of requirements and synthesis of proposals on ways to integrate advocacy and communication strategies into all aspects of the peace process in Sudan.
   - Ensure that all communications and outreach materials and messages integrate gender elements and are designed to target women, men, female and male youth differently and according to their needs in an empowering manner.

2. Ensures implementation of the Peace Commission publications strategy and plans focusing on the achievement of the following results:
   - Implementation of the Peace Commission’s publications strategy and plan based on the overall vision and strategy.
   - Identification of storylines for publications and drafting of substantive articles contributing to debates on key development and peacebuilding issues ensuring gender balanced and representation/inclusion of all groups.
   - Coordination and management of the Peace Commission publication and activities, such as content management, norms for publishing, design, etc.

3. Supervision of the design and maintenance of the possible Peace Commission website, intranet, web-based knowledge management system and public outreach focusing on achievement of the following results:
   - Supervision of the design and maintenance of the possible Peace Commission website in cooperation with the ICT staff and relevant substantive experts.
   - Preparation of the content for the websites to ensure consistency of the materials.
   - Maintenance of increased coverage and understanding of the Peace Commission work through regular media contacts and provision of newsworthy information to national public and, where possible, international partners.
   - Drafting/production of regular newsletter, communication, and public information and awareness materials.

4. Ensures facilitation of knowledge building and management ensuring integration of gender and youth perspectives and focusing on achievement of the following results:
   - Identification and synthesis of best practices and lessons learned directly linked to peacebuilding and peace processes.
   - Provision of training, and advice to the Peace Commission staff at national and sub-national levels on communications for peace and development.

5. Any other related tasks as may be required or assigned by the supervisor.

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
Qualifications/Requirements

Required Degree Level
Master degree or equivalent

Education - Additional Comments
- Master’s Degree communications, public relations, social sciences, development, public, business administration, economics, management or other relevant field.

Required experience
36 months

Experience Remark
- At least 3-5 years of relevant strategic communications and public relations experience in challenging/post-conflict/crisis and peacebuilding environments and settings.

Language
- English (Mandatory), Level - Fluent
- AND - Arabic (Mandatory), Level - Fluent

Area of Expertise
- Public information and reporting Mandatory
- Other communications related experience Mandatory

Area of Expertise Requirement
- Strong grasp of communications, public relations and web-site management and fundamental concepts of related disciplines.
- Good knowledge of national structures and systems and functioning of key international donors in post-crisis and crisis settings.
- In conflict/post-conflict situations: experience with conflict prevention, peacebuilding, reintegration and conflict-sensitive development; familiarity with Do No Harm principles and conflict sensitivity is imperative in these settings.
- Demonstrable experience of good practice and results in gender-responsive programmes, empowerment, and inclusion.
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural setting.

Results/Expected Outputs
- As an active Sudan National Peace Commission team member, efficient, timely, responsive, client-friendly and high-quality support rendered to the Peace Commission and its beneficiaries in the accomplishment of her/his functions as a Communications and Outreach Officer to the Peace Commission at national and sub-national levels.
- 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
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team of international and national personnel. 
- Excellent oral and written skills; excellent drafting, formulation, reporting skills.
- 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.
- Have affinity with or interest in humanitarian-development-peacebuilding action, post-conflict or natural disaster situations, volunteerism as a mechanism for durable development, and the UN System.

Need Driving Licence
No

Competencies & Values
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Professionalism
- Working in Teams

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**

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**

SDNR000305-7425

**Application procedure**

* Not yet registered in the UNV Talent Pool?

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?
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 Sudan and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

Application deadline 27th July 2020.

doa.apply_url https://vmam.unv.org//candidate/show-doa/U0ROUjAwMDMwNQ==

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.