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**: Senegal
- **Host Institute**: UNWomen
- **Volunteer Category**: National Specialist
- **Number of Volunteer**: 1
- **Duration**: 12 months
- **Expected Starting Date**: Immediate
- **Duty Station**: Dakar [SEN]
- **Assignment Place**: Family Duty Station
- **Assignment Place Remark**: NATIONAL

**Assignment Details**

**Assignment Title**: Visual Communication Assistant

**Organizational Context & Project Description**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and
beneficiaries of development, human rights, humanitarian action and peace and security.

UN WOMEN West & Central Africa Regional Office has been supporting multi initiatives through programming, global advocacy and building strategic partners with national governments, civil society, UN agencies, and other bilateral and multilateral development organizations. In this process, UN WOMEN WCARO has contributed to building interest, capacity, and commitment to integrating Gender issues processes in the West and Central Region. UN WOMEN Regional and country offices are supporting a number of other initiatives at regional and country levels and there is a need for visibility.

Organizational Context & Project Description:

Reporting to the Regional Communication Specialist, the Visual Communication Assistant is responsible for developing high definition and high standard visual materials for UN Women, including for the UN Women Regional Office website, publications, and for online and offline audiences. S/he will be supporting the production of timely, accurate and high-quality informational materials, such as photos, videos, infographics and visual stories from events and from the field, etc.

Sustainable Development Goals

5. Gender Equality

Task description

Under the direct supervision of [the Regional Communication Specialist], the UN Volunteer will undertake the following tasks:

- Support management and production of visual outputs including print design, web graphics, branding for UN Women WCARO programs.
- Participates in the branding, guidance on design principles for all UN Women WCARO materials and products, ensuring their consistent application
- Contribute to the production of graphic designs for internal and external outputs including web graphics, social media, publications, brief, reports, promotional, and collateral materials
- Support management and production of photography, videos for UN Women WCARO and its programs.
- Contribute to production of photos including editing of these photos.
- Supports management of a digital photo library and online repository (Flickr), editing, selection, and distribution of photos for internal and external needs.
- Contribute to production, filming and editing of videos.
- Create videos and graphics for web and social media forms.

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

- Timely inputs to communication and advocacy materials
- Timely production of compelling photos and videos to use in UN Women outreach materials
- Accurately produced photos and videos
- Timely production of compelling graphics to use in UN Women outreach materials
- Timely production of report, brief brochure designs to promote UN Women’s work
- Accurately edited visuals
- Timely delivery of high-quality communication and advocacy materials
• 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**  
Bachelor degree or equivalent

**Education - Additional Comments**

Education - Additional Comments: Graphic Design, videography, photography

**Required experience**  
24 months

**Experience Remark**

- Demonstrated interest and/or experience in **Graphic Design**
- Up-to-date and in-depth knowledge of desktop publishing software (e.g. Adobe Suite, PageMaker, InDesign), and photo and video-editing software
- In-depth knowledge and understanding of social media and web 2.0 platforms, with demonstrated experience generating engaging visual content,
- Experience in editing and layout of documents, reports, publications
- Proficient with photo and video editing software with an eye-catching portfolio.

**Language**

- English (Mandatory), Level - Fluent
- AND - French (Mandatory), Level - Fluent

**Area of Expertise**

- Web and graphic design Mandatory
- Other information and telecommunications technology experience Mandatory
- Telecommunications systems Optional

**Area of Expertise Requirement**

Graphic Design, videography, photography

**Need Driving Licence**

No

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation

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**

SENRO00542-7651

**Application procedure**

*Pas encore enregistré/e dans la banque de candidats VNU ?*

Veuillez d’abord enregistrer votre profil sur le site : https://vmam.unv.org/candidate/signup.

* Vous avez déjà un profil dans la banque de candidats VNU ?

Veuillez d’abord mettre à jour votre profil sur le site : https://vmam.unv.org/candidate/profile.


FOR National UN Volunteer assignments ONLY

Ceci est une annonce pour une affectation VNU national. Par conséquence, seuls les citoyens du Sénégal et les résidents légaux du Sénégal ayant une carte de résident de ce pays, le statut de réfugié ou d’apatride peuvent postuler à cette annonce. N’oubliez pas de cocher oui pour : « Je voudrais être considéré/e pour le volontariat dans mon pays. »

Date limite pour postuler : 08-09-2020

Les candidatures féminines sont vivement encouragées.

doa.apply_url https://vmam.unv.org//candidate/show-doa/U0VOUjAwMDU0Mg==

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.