

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### SENR000548--Media and Communication Specialist

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>	Senegal
<b>Host Institute</b>	United Nations Capital Development Fund
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Dakar [SEN]
<b>Assignment Place</b>	Family Duty Station

#### Assignment Place Remark

National

#### Living Conditions

The assignment will take place in the nation's capital, Dakar, a family duty station (Hardship classification A) with missions to the region. Dakar is a liveable city. The spontaneous reception and hospitality of the Senegalese is among the characteristic features of this West African country. The living conditions in Dakar are good, as well as the access to health services. The yellow fever vaccine is compulsory and vaccination cards should be presented at the entrance. Vaccinations against Meningococcal Meningitis and Hepatitis A and B are also recommended. The basic drugs are available in pharmacies but it is recommended to bring specific prescription drugs.

Senegal is a unique country and UNCDF is a unique (humanitarian) operation. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

# Assignment Details

**Assignment Title**

Media and Communication Specialist

**Organizational Context & Project Description**

UNCDF is the UN's capital investment agency for the world's least developed countries. It creates new opportunities for poor people and their communities by increasing access to microfinance and investment capital. UNCDF focuses on Africa and the poorest countries of Asia and the Pacific, with a special commitment to countries emerging from conflict or crisis. It provides seed capital – grants and loans – and technical support to help microfinance institutions reach more poor households and small businesses, and local governments finance the capital investments – water systems, feeder roads, schools, irrigation schemes – that will improve poor peoples' lives.

Recently, UNCDF has formulated its strategy '[Leaving no one behind in the digital era](https://www.uncdf.org/article/4931/global-strategy-leaving-no-one-behind-in-the-digital-era)' based on over a decade of experience in digital finance in Africa, Asia and the Pacific. UNCDF recognizes that reaching the full potential of digital financial inclusion in support of the Sustainable Development Goals aligns with the vision of promoting digital economies that leave no one behind. The vision of UNCDF is to empower millions of people by 2024 to use services daily that leverage innovation and technology and contribute to the Sustainable Development Goals. Please refer to the link for further information: <https://www.uncdf.org/article/4931/global-strategy-leaving-no-one-behind-in-the-digital-era>.

With support of the wider Results Measurement, Data and Research Team, and the Senegal Regional Office, the UNV will support sector thematic research and results measurement in West Africa, looking at themes such as digital financial inclusion and economies for women, youth, MSMEs, migration and remittances, and energy access to help drive policy and practice. This to generate insights that can inform product innovation and policy making for private sector (e.g. energy and financial service providers) and public sector (central bank and other regulators).

For more information on the UNCDF, see: <https://www.uncdf.org/>

**Sustainable Development Goals**

1. No poverty

**Task description**

Under the direct supervision of the Regional Digital Hub Manager and the global Result Management Analyst, the Media & Communication Specialist will be responsible for:

- designing and implementing the communication plan
- recording the research journey and human story telling of the customer journey
- coordination and knowledge dissemination of the study; 4) reviewing and editing research and communication material
- supporting in content development for knowledge products
- organising webinar
- organising 2 round table workshops
- contribute to drafting the study
- Promote a better understanding of access to grid electricity and electric equipment for women and youth issues as well as the work conducted to assist states in countering these thematic in Senegal by carrying out media, information and communication campaigns on various platforms
- Draft and edit key external information material, including brochures, web stories, press releases, briefing points and official discourses
- Designing Survey and sampling, coordinate launch of surveys and qualitative interviews in close collaboration with UNCDF Communication department
- Coordination and knowledge dissemination to private sector (e.g. FSPs, energy companies) and public sector stakeholders (e.g. Central Bank and regulators) in data analytics usage and monitoring
- Supporting the development of publications on digital finance and economies, energy finance including working paper, blog, and donor reporting. Support in content development for knowledge products including working papers, dashboard, blogs, website materials, presentations etc. Review and edit, working papers, research and communications materials
- Update website and Social Media Management: prepare new material and update daily and weekly content for the unit's website

and Social Media platforms.

- Assist in media monitoring on issues related to access to electricity (online, print and broadcast).
- Sorting, production and maintenance of a photo and video gallery with content from unit's projects
- Assist with designing, production and dissemination of unit's publications and reports;
- Participate in key events and conferences as needed.
- Assist with development and implementation of communication and sensitization activities
- Establish unit's database (Media and Stakeholders) for information and media dissemination.
- Maintain close collaboration with Regional Communication Advisers from other agencies and UNCDF HQ Communication Officers for effective overall coordination.
- Maintain close collaboration with local media and influencers.
- Attend UN Communications Group meetings and participate in joint activities as required.
- Respond to other media and communication related requests as needed.
- Perform other work-related duties as required.

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 UNCDF team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNCDF and its beneficiaries in the accomplishment of her/his functions, including:
  - Effectively supports UNCDF's work in developing access to energy for women and youth in Senegal
  - Effectively support unit's communication and advocacy strategy with regard to access to electricity
  - Delivers effective substantive and technical support through the creation of communication support materials and original content for the unit's website and Social Media platforms;
  - Supports unit's visibility and outreach internally and externally;
  - Improves unit's communication and advocacy strategy;
  - Liaises effectively and in a timely manner and interacts with colleagues and concerned parties internally and externally;
  - Develops capacity through coaching, mentoring and formal on-the-job training, when working with national staff and non-governmental counterparts, 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.
- 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** Master degree or equivalent

#### Education - Additional Comments

A Master's degree or equivalent in journalism, communication, media with a strong interest for social science, international relations, political science, law, public administration or related fields is mandatory

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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).

**Required experience** 60 months

#### **Experience Remark**

- At least 5 years of work experience in communication and media
- Demonstrated experience in financial inclusion and/or the energy sector
- Demonstrated experience in using computer and software packages and (advanced) Excel
- Experience in West Africa is preferable but not mandatory.

#### **Language**

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

#### **Area of Expertise**

- Journalism, mass media and broadcasting Mandatory
- Public information and reporting Mandatory
- Public law Mandatory

#### **Area of Expertise Requirement**

Journalism, communication, media with a strong interest for social science, international relations, political science, law, public administration or related fields is mandatory

**Need Driving Licence** No

#### **Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- Working in Teams

# Conditions of Service and other information

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Condition of Service

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

## Conditions of Service for International Specialist:

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 across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,651. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

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For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

### **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 including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- 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;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- 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

SENR000548-7757

**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.

**Application deadline:** 30-09-2020**doa.apply\_url**<https://vmam.unv.org/candidate/show-doa/U0VOUjAwMDU0OA==>**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.*