UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SLBR0000025—Communications 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

| Country of Assignment       | Solomon Islands |
| Host Institute              | United Nations Development Programme |
| Volunteer Category          | International Specialist |
| Number of Volunteer         | 1 |
| Duration                    | 12 months |
| Expected Starting Date      | Immediate |
| Duty Station                | Honiara [SLB] |
| Assignment Place            | |
| Assignment Place Remark     | Family Duty Station |

Living Conditions

Solomon Islands is a nation of 992 islands, situated in the South Pacific, stretching over 1,300 square kilometers of ocean. The nearest neighbors are PNG to the West, the Fiji islands to the East, Australia to the South West and New Zealand due South. It is one of the four Least Developed Countries or LDCs in the Pacific. Its capital is Honiara, which is situated within the main province of Guadalcanal. The nation of the Solomon Islands is a member of the Commonwealth of Nations. The Solomon Islanders comprise rich diverse cultures, languages, and customs. Of its 552,438 persons, 94.5% are Melanesian, 3% Polynesian, and 1.2% Micronesian. In addition, small numbers of Europeans and Chinese are registered. The rural/urban population breakdown was 14% in cities, about 2% in dense urban peripheries and the remainder, 84% rural. Its untouched nature is pristine and beautiful, presenting potential for future tourism development. Clinics and main National Referral Hospital are located in Honiara City Council, also in other
Assignment Details

Assignment Title
Communications Specialist

Organizational Context & Project Description

The Inclusive Governance of Natural Resources Project (IGNR) aims to support greater inclusiveness in natural resource governance especially for women and youth to reduce conflict in the Solomon Islands. Project interventions will review and strengthen laws and policies regarding land and natural resources in the Solomon Islands to ensure they are clear, inclusive and reflect customary governance systems in Solomon Islands. The Project will support communities adversely affected by land and natural resource management promoting the establishment for avenues to voice their views and opportunities for more sustainable use of traditional land.

The two outcomes are:

1. The Government is equipped with analyses, laws, policies and frameworks on land and natural resource management which are clearer, more inclusive and reflective of customary governance.
2. Communities adversely affected by land and natural resource mismanagement including VAWG participate more strongly in decisions on land natural resources.

The implementing partners of the project are UNDP and UN Women Solomon Islands office, in cooperation with the Ministry of Traditional Governance, Peace and Ecclesiastical Affairs, (MTGPEA), Ministry of Women, Youth, Children and Family Affairs (MWYCFA), the Prime Minister’s Office (PMO), Ministry of Lands, Housing and Survey (MLHS) and civil society groups.

Under the supervision of the IGNR Project Manager and in close guidance of the UNDP Country Manager, the incumbent is to work with the IGNR & UNDP and UN Women programme staff to formulate and implement a communications, reporting and advocacy strategy to increase the standing and awareness the UN and the peacebuilding and governance programme with partners, the media and the public. The incumbent will promote a client-focused, quality and results-oriented approach in the project and will work in close collaboration with UNDP programme staff and UN Women in Solomon Islands and in the Pacific Multi-country office in Fiji.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions
Task description

- Develop and implement project specific and overall external UNDP Solomon Islands communications and advocacy strategy pertaining to peacebuilding and related activities (governance reform, governance over resources and SDG related to peace and development) and programme that encompasses mass media (radio, print), social media (Facebook, Twitter and UN website), video, and community outreach events and activities.

- Provide support to project staff in the development of programme specific communications, reporting and advocacy strategies as well as briefing materials, press releases and public events. Support UN Women with peacebuilding project, joint UN programs and related advocacy work.

- Create, manage and maintain Facebook and Twitter accounts and a website for UNDP Solomon Islands in consultation with programme staff with a focus on peacebuilding and governance, peace and development work.

- Provide support for the project and related UNDP programme staff in the design, production and dissemination of videos and publications.

- Act as a liaison between UNDP Country Office in Solomon Islands and the Communications team within the UNDP Pacific Multi-country Office and UN Women and RCO in Fiji.

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

- Increased recognition of the IGNR and the UN (UNDP and UN Women) results, role and work.
- Strong, ongoing engagement with target stakeholders through community outreach events and activities as well as online through Facebook, Twitter and the website.
- A suite of up-to-date and relevant communications materials is available and accessible for UNDP programme staff and the public.
- Increase in the use of Solomon Islands-specific communications material by the UNDP Pacific Multi-country Office in Fiji.
- UN Country Office makes timely responses to media queries.
- The key results have an impact on the reputation and standing of UNDP in the country. High quality information material and well-organized public events enhances UNDP position as a strong development partner.
• 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
Communications, media relations, journalism, public relations, business development, international development, or other related humanities or social sciences degree

Required experience
36 months

Experience Remark
• Minimum of 3 years of relevant experience at the national or international level in providing communication packages to promote the activities of international development organization.
• Atleast 3 years of experience in working for the development sector.

Language
• English (Mandatory), Level - Fluent

Area of Expertise
• Other development programme/project experience Mandatory
• Other communications related experience Mandatory
• Arts, music, photography and film Mandatory

Area of Expertise Requirement
• Proven experience of developing and implementing communication strategies and experience in public relations, communications and advocacy.
• Experience in social media engagement professionally, creating content for various communication products and design knowledge products.

Need Driving Licence
No

Competencies & Values
• Accountability
• Adaptability and Flexibility
• Building Trust
• Client Orientation
Conditions of Service and other information

Condition of Service

Click here to view Conditions of Service

Conditions of Service for International Specialist:

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$ 1,631. 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.

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

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.

Application Code: SLBR000025-6246

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.

Application deadline: 25 February 2020

doa.apply_url: https://vmam.unv.org/candidate/show-doa/U0xCUjAwMDAyNQ==

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.