UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SLER000068—Communication support 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: Sierra Leone
Host Institute: Food and Agriculture Organization of the United Nations
Volunteer Category: National Specialist
Number of Volunteer: 1
Duration: until 31-12-2020
Expected Starting Date: Immediate
Duty Station: Freetown [SLE]
Assignment Place: Family Duty Station
Assignment Place Remark: All Youth assignments are without family.

Living Conditions

Assignment Details

Assignment Title: Communication support officer
Organizational Context & Project Description: The Food and Agriculture Organization of the United Nations (FAO) is a specialized agency of the United Nations that leads international efforts to defeat hunger.

We are inspiration in action
Our goal is to achieve food security for all and make sure that people have regular access to enough high-quality food to lead active healthy lives. With over 194 member states, FAO works in over 130 countries worldwide. We believe that everyone can play a part in ending hunger.

Sustainable Development Goals  2. Zero Hunger

Task description

Under the overall direction and supervision of the FAO Representative, the Communication Consultant will provide strategic direction and communication support to enhance visibility of FAO’s programme in Sierra Leone. In regular consultation and coordination with the communication focal points of the Regional Office for Africa, Office of Corporate Communications, and the Sub-regional Office of West Africa, the consultant will ensure the development and implementation of the country communication strategy. Activities and output under the strategies need coordination and coherence with the organizational/corporate communication policy and operational guidelines. The candidate will perform the following tasks:

- Assist in the development and implement country specific communication strategy by identifying stakeholders, goals, objectives and timelines and consulting with thematic and technical teams.

- Comply with the FAO corporate and regional communication strategies and closely coordinate plans and activities with the Regional Communication Officer.

- Support the development of communication plans for specific activities and target key messages tailored to certain audience (including donors, beneficiaries, partners, and the public), and disseminate information efficiently and effectively.

- Coordinate, produce and disseminate communication and advocacy materials, including brochures, human interest stories, posters and other visibility products in close coordination with focal points in RAF and in observance of corporate and branding guidelines.

- Develop a media database and partnerships with media organizations and journalists; interact and pitch stories of interest; organize media field visits.

- Coordinate media engagement during events and missions and collect visual and audio footage for archiving of events and missions.

- Cover high-level and high-visibility events; ensure media coverage and disseminate live information to highlight messages.

- Produce content for online and social media channels such as the website, Flickr, Twitter, etc. Write and edit web posts and ensure content is interesting and visually appealing. Increase FAO Sierra Leone’s social media engagement and feature stories that will appeal to audience.

- Participate and represent FAO in inter-agency communication meetings (UN Communication Group) and
ensure FAO representation and participation in UN events.

· Monitor communication plans and address gaps to improve effectiveness and quality.

· Coordinate production of stories from the field such as documentaries and photo essays; this includes drafting TORs for production team, writing script, conducting interviews, managing vendors, arranging logistics, etc.

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 FAO team member, efficient, timely, responsive, client-friendly and high-quality Communication plan prepared with products and activities delivered successfully

· Published new communication productions

· Increased web analytics including new social media users

· Communication archive established and shared

· Press releases and featured articles about FAO Sierra Leone published

· 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**

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<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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<tr>
<td>Education - Additional Comments</td>
<td>Bachelor’s degree in communication, journalism or related field</td>
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We are inspiration in action
Required experience 36 months

Experience Remark

At least 3 years work experience working with national or international organisation, with demonstrated ability on drafting and implementation of communication plans, drafting press releases and publications. Good knowledge of communication via social media

Language
• English (Mandatory) , Level - Fluent

Area of Expertise
• Public information and reporting Mandatory
• Journalism, mass media and broadcasting Mandatory
• Knowledge management, archiving and documentation Mandatory

Need Driving Licence No

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 SLER000068-6671

Application procedure

* Not yet registered in the UNV Talent Pool?

Please first register your profile at [https://vmam.unv.org/candidate/signup](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](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](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.

NB:

This is a national UN Volunteer assignment, therefore only nationals of Sierra Leone and legal residents in Sierra Leone with a residency permit, the status of refugee or with the status of being stateless are eligible to apply. Don’t forget to tick the yes box for: “I am interested in serving as a volunteer in my own country.”

Application deadline: 05-04-2020

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.