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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Somalia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>UN Office for Coordination of Humanitarian Affairs</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Nairobi [KEN]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

Assignment Place Remark

Support and maintain the inter-cluster information management network in accordance with IASC guidance to facilitate humanitarian information exchange and the promotion of data and information standards; engage with counterparts in government to ensure that information activities are coordinated and consistent with national standards and practices; provide training and expertise on the use and development of information management tools and platforms to OCHA staff and humanitarian partners; advocate for the use of data standards and common platforms, and for the open exchange of information.

Living Conditions

Nairobi, Kenya security risk level is low to medium. The security situation within Nairobi is calm in most areas. Risks to personnel are reduced by adherence to UN security guidelines, instructions and mitigating measures. Crime rate causes some cause for concern. It is mandatory for all personnel to receive a security briefing upon arrival.

Assignment Details
Assignment Title: Communications Specialist

Organizational Context & Project Description

The United Nations Office for the Coordination of Humanitarian Affairs (OCHA) has mobilized and coordinated humanitarian efforts in Somalia since 1999 and aims to ensure a well-coordinated, effective and principled inter-agency humanitarian response. By providing a coherent approach to humanitarian action in Somalia, OCHA helps to avoid duplication of aid response and maximize resources. OCHA has an office in Nairobi and Mogadishu and sub-offices in Baidoa, Bossaso, Doolow, Gaalkacyo, Garowe and Hargeysa. It is also present in Belet Weyne and Kismayo. The annual budget for OCHA Somalia for 2016 is US$10.1 million. OCHA is the part of the United Nations Secretariat and is responsible for bringing together humanitarian actors to ensure a coherent response to emergencies.

The situation in Somalia remains fragile with continued political instability, climatic variability, and lack of basic social services. In 2017, drought impacted Somalia leaving the country on the verge of a famine. OCHA’s role is to coordinate effective and principled inter-agency humanitarian response and ensure that relief assistance reaches the people who need it in a timely manner. In line with OCHA’s global mission, OCHA Somalia continues to:

- Advocate for access to basic services, especially water, sanitation, education and health for vulnerable communities, including the collection, analysis and dissemination of information to humanitarian partners, and negotiation of access.
- Support government efforts and humanitarian organizations in seeking durable solutions for internally displaced and return.
- Support Government efforts in dealing with the ongoing drought and building the capacity of Government focal points on humanitarian issues.
- Coordinate the implementation of humanitarian response in Somalia with UN agencies and programmes, national and international NGOs and local authorities/communities as appropriate, with focus on strengthening the cluster approach.

Under the overall guidance of the Head of Communications Unit, the UNV Public Information Analyst will play a key role in ensuring the primacy objectives of OCHA Somalia are met.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of Head of Information Management unit the UN Volunteer will undertake the following tasks:

Within the delegated authority, the Communications Specialist will be responsible for the following:

- Information Management:
  - Support and maintain the inter-cluster information management network in accordance with IASC guidance to facilitate humanitarian information exchange and the promotion of data and information standards; engage with counterparts in government to ensure that information activities are coordinated and consistent with national standards and practices; provide training and expertise on the use and development of information management tools and platforms to OCHA staff and humanitarian partners; advocate for the use of data standards and common platforms, and for the open exchange of information.

- Web Management:
  - Manage content on relevant web platforms, provide overall quality control for the platform and ensure content is current, comprehensive and follows relevant metadata standards; work with external counterparts on related web platforms such as agency and cluster websites and ReliefWeb to facilitate cross-site search and interoperability.

- Data Management:
  - Design, develop and manage databases, spreadsheets and other data tools, including in support of the Humanitarian Needs Overview (HNO) and ‘3W’ monitoring; understand, document, and ensure the quality of high-value humanitarian data for accuracy, consistency and comparability; consolidate operational information on a regular schedule to support analysis.
  - Data Analysis: Organize, design and carry out the evaluation and analysis of location-specific datasets through meaningful statistical techniques; participate in the development and revision of data standards (e.g. the Humanitarian Exchange Language, Common Operational Datasets) and advise on the application of these standards into local systems and processes; participate in the development, implementation and management of humanitarian indicators, together with its accompanying data, to be included in a Common Humanitarian Dataset supporting the Humanitarian Needs Overview and Humanitarian Response Plan; understand, document and ensure the quality of high-value humanitarian data for accuracy, consistency and comparability.
  - Assessment Analysis: Support assessment and needs analysis activities, including humanitarian needs overviews, secondary data reviews, preliminary scenario definitions and multi-cluster initial rapid assessments; provide advice on assessment design to ensure data quality; manage platforms and tools that support data collection and analysis such as KoBo Toolbox and Open Data Kit (ODK).
  - Visualization: Produce and update information products such as reports, charts and infographics by turning data into graphical products to convey messages and a storyline; develop advocacy materials including posters, presentations and other visual materials.
• Performs other 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

• Produce and update information products such as weekly and monthly reports, charts, and infographics by turning data into graphical products to convey messages and story-line.
• Develop advocacy materials including posters, presentations, and other visual materials.
• Develop and maintain spatial data and operational data sets in accordance with relevant standards and guidelines. Produce and update high quality map products and online services, maintain a repository of spatial data and ensure that data is documented and accessible to all humanitarian partners through local and online services.
• 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 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

Masters degree (or equivalent) in communications, journalism or any other related field. Proven ability to produce public information / reports in an interesting, clear and concise manner. Fluent spoken and written English is a requirement. A working knowledge of French is mandatory. Excellent computer skills required (MS Office). Demonstrated proficiency with graphic software and publishing tools (Adobe Creative suite etc.) will be considered an advantage.

Required experience

36 months

Experience Remark

Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded

Language

• English (Mandatory) , Level - Fluent
• AND - French (Optional) , Level - Working Knowledge

Area of Expertise

• Journalism, mass media and broadcasting Mandatory
• Public information and reporting Mandatory

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Other communications related experience Optional

Area of Expertise Requirement
Communications, and/or journalism

Need Driving Licence No

Competencies & Values
- Accountability
- Commitment and Motivation
- Communication
- Creativity
- Integrity
- Professionalism
- Respect for Diversity
- Self-Management
- Working in Teams

Conditions of Service and other information

Condition of Service Click here to view Conditions of Service

Conditions of Service for International Specialist:


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.

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** SOMR000524-7477

**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:** 03-08-2020

**doa.apply_url** https://vmam.unv.org/candidate/show-doa/U09NUjAwMDUyNA==

**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.*