UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SSDR001344--UNV Communications Specialist


Informations générales

Pays d’Affectation
South Sudan

Agence/Institution hôte
United Nations Children's Fund

Catégorie de volontaire
International Specialist

Nombre de Volontaires
1

Durée
12 mois

Possibilité de prolongation de contrat
Oui

Date présumée du début d’affectation
Remarque sur le lieu d’affectation
This is Non-Family Duty Station.

Place d’Affectation
Juba [SSD]

Lieu d’Affectation sans Famille

Recent reports from IGAD and parties to the Agreement on the Resolution of the Conflict in the Republic of South Sudan show good progress and goodwill towards implementation of the peace agreement. The improving security situation across the country that was once engulfed in fighting has built positively to national security and stability. Security in Juba (Duty Station) is calm with curfew which currently runs from 19.00hrs to 06.00hrs. There are thousands of multinationals in the country supporting various humanitarian, development and peacekeeping activities. However, South Sudan remains a unique country...
and is in 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.

**Détails sur l'Affectation**

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For 70 years, UNICEF has been working on the ground in 190 countries and territories to promote children’s survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF believes that all children have a right to survive, thrive and fulfil their potential – to the benefit of a better world. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

**Objectifs de développement**

17. Partnerships For the Goals

durable

**Description de l'action**

Within the delegated authority and under the supervision of the Head of Section or his/her designated mandated representative(s), and in close collaboration with all programme sections, the UN Volunteer Communications Specialist will undertake the following tasks:

**General public communications activities:**

- Produce high-quality communication products in English;
- Research, draft and edit communication materials (articles, press releases, human interest stories, fact sheets and others) for both traditional and digital media; contribute to the qualitative aspects of production (e.g. translation, graphic design);
- Work on the appropriate and timely dissemination of advocacy and communication materials to target audiences, and participate in the evaluation of their impact;
- Help in the planning and organizing as well as generating public support for special events and activities to promote country programme goals;
- Assist in identifying and obtaining feature stories and multimedia products to facilitate advocacy and fund-raising activities;
- Assist in the development of work plans that are consistent with UNICEF communications strategies, goals, objectives and activities; monitor compliance and provide support and guidance to ensure objectives are met, including performance planning, monitoring and appraisal; plan and monitor the
Online strategy support:

- Regularly update UNICEF’s Country Website; regularly update social media channels (Twitter/Facebook/Instagram and YouTube); assist in maintaining UNICEF’s web photo database by processing and uploading photos and captions (web-based training on web management and photo database can be organized);
- Contribute to start and scale-up of an interactive communication model that gives young people a voice;
- Ensure systematic information updates and propose content for social media platforms (photos, videos, posts and articles).

Donor relations:

- Coordinate the communication activities related to donor visibility and recognition programme, including the production of feature stories, multimedia material and social media posts;
- Monitor the implementation of the visibility plans that have been agreed with the donors;
- Propose new innovative ideas to ensure donor visibility and donor recognition;
- Interact with programme sections to ensure compliance with agreed donor visibility commitments;
- In collaboration with the donor relations section, provide feedback to donors on visibility activities.

Communication support:

- Support the Communication team in its day-to-day activities, including but not limited to, contributing to outreach through organizing events and setting up activities (retreats, meetings and task forces);
- As required, prepare background communication and advocacy materials for briefings and visits of media, goodwill ambassadors, donors, national committee representatives and other special interest groups;
- Ensure quality, consistency, accuracy and ethics of all communication tools and materials (press releases, videos, social media posts, Human Interest Stories, Sit.Rep, Blog articles, Reports, etc.);
- Ensure language quality in English of all communication tools and materials.

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- 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 self-reports on UN Volunteer actions, results and
opportunities.

- 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.

En plus de ce qui précède, les Volontaires des Nations Unies sont censés :
• Renforcer leurs connaissances et compréhension du concept du volontariat en lisant la documentation mise à disposition par le programme VNU, les publications externes et prendre activement part aux activités du programme VNU, par exemple s’impliquer dans les activités commémoratives de la Journée internationale des Volontaires (JIV), le 5 décembre.
• Se familiariser et développer toute forme de volontariat traditionnel et/ou local au niveau du pays d’accueil.
• Refléter le type et la nature des actions volontaires qu’ils entreprennent, y compris leur participation dans les réflexions substantielles.
• Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la publication du programme VNU/ site web, bulletin et notes de presse, etc.
• Contribuer au Programme d’accueil des Volontaires des Nations Unies nouvellement arrivés dans le pays d’affectation ;
• Promouvoir ou conseiller les groupes locaux dans l’utilisation des volontaires en ligne ou en-courager les individus et les organisations à utiliser les services de volontaires en ligne quand cela est techniquement possible.

Résultats / résultats attendus

- As an active UNICEF team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNICEF, its strategic communications and partnerships results for children, and all of its beneficiaries in the accomplishment of her/his functions, including:

  - High-quality communication products (English) are produced and made available;
  - The roll-out of an operational online strategy to generate national and international assistance is supported;
  - Improved coordination of and reporting on donor visibility activities

  - Provide 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 / Exigences

**Domaine de qualification**
- Master degree or equivalent

**Niveau de qualifications - autres commentaires**

Degree in areas of Communications, Journalism, Public Relations, or similar field; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree.

**Expérience Requise**
- 24 mois

**Remarques sur l'Expérience**

2 years of professional work experience at the national and/or international level in communication, print and broadcast media, interactive digital media, public information, production of multimedia material or other relevant programmes; experience with peacebuilding or child rights focused programming in conflict-affected countries is an asset, as is experience working in the UN or other international development organization.

### Linguistiques

- English (Mandatory), Niveau - Fluent

### Domaine d'expertise

- Web and graphic design Optionnel
- Journalism, mass media and broadcasting Obligatoire
- Other communications related experience Obligatoire

### Domaine d'expertise requis

The incumbent must be a dynamic, multi-functional person, who supports UNICEF with professionalism, dedication and client orientation, and who must be willing both to work on programmatic/substantive aspects and to provide operational/logistical services. The following qualifications are required:

- Excellent technical competence in producing for various media formats (print, web, social media, multimedia);
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Excellent oral and written skills in English; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;

### Permis de Conduire exigé
- Non

### Compétences et Valeurs

- Commitment and Motivation
- Communication
Conditions de service et autres informations

Conditions de 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
introduction 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.

**Code d'application**

SSDR001344-6390

**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/mypageand 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/mypageand click on the ‘Special Calls’ hyperlink to select the special call to which you would like to apply.

**Application deadline: 02-Mar-2020**

doa.apply_url https://vmam.unv.org//candidate/show-doa/U1NEUjAwMTM0NA==

Avertissement
Le programme VNU est un programme qui promeut l’égalité des chances et encourage les candidatures de professionnels qualifiés. Le Programme VNU s’engage à assurer la diversité en termes de genre, de nationalités et de cultures.