UN Voluntary Description of Assignment

TCDR000162--Communication 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: Chad
Host Institute: World Health Organization
Volunteer Category: National Specialist
Number of Volunteer: 1
Duration: 24 months
Expected Starting Date: 01-07-2020
Duty Station: Ndjamena [TCD]
Assignment Place: Non-Family Duty station

Chad is classified as a non-family duty station

Living Conditions

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the malicious insurance plan.

Assignment Details

Assignment Title: Communication Officer
Organizational Context & Project Description:

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

11 Mar 2020
The World Health Organization (WHO) African Region has embarked on a new Global Programme of Work (GPW13) and a new Programme Budget (2020-2021). Through these two strategic documents, the region aims to deliver public health outcomes through an integrated results-based structure.

The new focus of our work will be at the country level where we aim to reach the triple billion goal of 1 billion more people covered, 1 billion more protected and 1 billion more healthier populations.

In the context of the WHO strategic direction at the country level, the incumbent will deliver a well-rounded communications plan, and contribute to the regional and global communications strategies; identify subjects of interest to develop advocacy/communications activities; ensure the accurate and timely production and dissemination of high quality public information products to highlight WHO's work on the ground; promote achievements and results towards reaching the WHO triple billion targets; build contacts with the press/media and optimize networking opportunities.

**Sustainable Development Goals**  
**3. Good Health and Well-being**

**Task description**

The incumbent, being the communication and advocacy focal point, will report directly to the Partnership, Planning and Performance Lead, under the matrix reporting to the AFRO Regional Communications Manager and under the overall guidance of the WHO Representative in the Country office. The officers will collaborate with relevant technical officers in the RO. The first line responsibility involves promoting effective communication strategies and establishing press/media networks. S/he will engage with subject matter experts in the organization to agree on best tactics to advocate WHO’s work, goals and achievements. The incumbent will also liaise with a broad range of officials from the press and media, partner organizations and institutions, target audiences, health cluster partners and official representatives from the national authorities to obtain information and, as necessary, provide advice on communication opportunities.

**Summary of Assigned Duties (Describe what the incumbent has to do to achieve main objectives; include main achievements expected):**

1. Develop and implement communications plans which includes a timeline of key communications products.
2. Identify subjects/stories of interest pertaining to WHO efforts at the country or Regional level to develop communications products such as feature stories, press releases and social media posts.
3. Work together with WHO Country office and the Regional Communications Team to conceptualize a set of new advocacy documents to inform stakeholders and the general public about WHO’s response, co-develop, as relevant, high quality media tools, including audio-visual, photographic and printed materials, television and radio programmes, multimedia presentations, social media, videos and press releases, bulletins etc., to promote WHO’s visibility, achievements and success stories.
4. Liaise with the press/media to advocate and disseminate information on WHO work as well as relevant events such as WHO campaigns. Organize interviews and filming opportunities to support
high-visibility of WHO achievements through television, radio and newspapers, etc.

5. Manage the development and maintenance of content for the country website and social media platforms, in compliance with guidelines and standards used throughout the Organization, to ensure consistency of approach. Critically review and improve contents.

6. Prepare communication and advocacy products and statements to be used by the Resource Mobilization team in convincing and encouraging donors to rapidly fund the overall health sector response to affected populations.

7. Collaborate with all relevant actors, including the health cluster, regional and field offices, other WHO departments, UN agencies, and other partners to identify and create communication opportunities and prepare communication campaigns on specific topics.

8. Represent the WHO Country Office (WCO) in the UN Communication Group and provide appropriate technical support as required.

9. Organize advocacy events, press interactions and meetings to increase the visibility of WHO and knowledge about the work of the WCO;

10. Support Ministry of Health (MoH) public communications during key health events including health emergencies, through the development of talking points, press releases, press statements and other media products.

11. Perform any other communication specific related duties, as required by the functional supervisor.

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**

1. Communications plans which includes a timeline of key communications products developed and implemented

2. Subjects/stories of interest pertaining to WHO efforts at the country or Regional level to develop communications products such as feature stories, press releases and social media posts are identified

3. Work together with WHO Country office and the Regional Communications Team to conceptualize a set of new advocacy documents to inform stakeholders and the general public about WHO’s response, co-develop, as relevant, high quality media tools, including audio-visual, photographic and printed materials, television and radio programmes, multimedia presentations, social media, videos and press releases, bulletins etc., to promote WHO’s visibility, achievements and success stories.

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- 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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<td>Education - Additional Comments</td>
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- A first university degree in communication, journalism, political science or international relations or related field from an accredited/recognized institute.
- Desirable Education: Formal qualification in public health; Courses in communication techniques such as graphic design, visual language and in the use of social media. Training in risk communication is an asset.

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<th>Required experience</th>
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- At least 3 - 5 years of professional work experience at the national and international level, in external
communications. Proven experience in writing engaging communications materials.

- Desirable Experience: Prior working experience with WHO/UN or with an international nongovernmental organization; experience in organizing advocacy campaigns and experience in managing publishing processes. Proven experience in writing advocacy documents. Proven experience in taking photographs or filming video which are of professional quality

**Language**

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

**Area of Expertise**

- Public information and reporting Optional
- Journalism, mass media and broadcasting Mandatory
- Other communications related experience Mandatory

**Area of Expertise Requirement**

- Proven skills in the development and implementation of communications plans
- Proven skills in writing feature stories and other key communications products
- Proven skills in engaging with national, regional and international media and securing media coverage
- Excellent interpersonal skills complemented by the ability to conceptualize ideas and advocate consensus.
- Excellent Word, Excel and Power point skills

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Empowering Others
- Ethics and Values
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Technological Awareness
- Working in Teams

Need Driving Licence: No
Conditions of Service and other information

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.

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<th>Application Code</th>
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Application procedure

**Pas encore enregistré/e dans la banque de candidats VNU ?**

Veuillez d'abord enregistrer votre profil sur le site : [https://vmam.unv.org/candidate/signup](https://vmam.unv.org/candidate/signup).

Important : Une fois votre compte crée, veillez à compléter toutes les sections de votre profil et le soumettre. Puis, connectez-vous à 'Ma Page' sur [https://vmam.unv.org/candidate/mypage](https://vmam.unv.org/candidate/mypage) et cliquez sur le lien 'Recrutement spécial'. Enfin, sélectionnez l’annonce de recrutement spécial à laquelle vous souhaitez postuler.

**Vous avez déjà un profil dans la banque de candidats VNU ?**

Veuillez d'abord mettre à jour votre profil sur le site : [https://vmam.unv.org/candidate/profile](https://vmam.unv.org/candidate/profile).

Puis, connectez-vous à ‘Ma Page’ sur [https://vmam.unv.org/candidate/mypage](https://vmam.unv.org/candidate/mypage) et cliquez sur le lien ‘Recrutement spécial’ pour sélectionner l’annonce de recrutement spécial à laquelle vous souhaitez postuler.

**FOR National UN Volunteer assignments ONLY**

Cette affectation s'inscrit dans le cadre de l'initiative des Jeunes Championnes d’Afrique de l’OMS pour améliorer la santé et promouvoir l'équilibre des genres. Les candidatures féminines sont vivement encouragées.
Date limite pour postuler : 23-03-2020

doa.apply_url

https://vmam.unv.org//candidate/show-doa/VENEUjAwMDE2Mg==

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.