UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

THAR000334—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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Thailand</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Children's Fund</td>
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<tr>
<td>Volunteer Category</td>
<td>National Youth</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>01-04-2020</td>
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<tr>
<td>Duty Station</td>
<td>Bangkok [THA]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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Living Conditions

Bangkok allows basic living needs, including accommodation, banking facilities, medical facilities and telecommunications/internet services are readily available. All staple foods can be found in the markets, eg: rice, meat, vegetables, fruit, cooking oil, salt, etc. Many imported goods are available in Bangkok and other places throughout Thailand. Bangkok has many good restaurants with good health standards and most guesthouses provide food. In Thailand, the most used means of transportation are taxi or local bus (and, in Bangkok, the elevated train service). Mobile phone is the most dependable tool to be in-touch with colleagues and friends. Internet service is readily available and affordable at most apartment complexes. ATMs are everywhere in Thailand and Western cards can usually be used to withdraw Thai Baht.

For those with children, schooling options in Bangkok are to be well evaluated and determined before
Assignment Details

Assignment Title: Communication Officer

Organizational Context & Project Description

The United Nations Children Fund (UNICEF) works in 190 countries and territories to put children first. UNICEF has helped save more children's lives than any other humanitarian organization, by providing health care and immunizations, clean water and sanitation, nutrition, education, emergency relief and more.

The overall goal of the UNICEF Thailand country programme 2017-2021 is to contribute to national efforts to enable all children and adolescents in Thailand, especially the most disadvantaged, to have their rights progressively fulfilled and develop to their full potential in an inclusive and protective society respectful of their voice.

Reporting to the Chief, Adolescent Development and Participation, Adolescent Development Officer will provide support in developing, managing, monitoring, delivering results for adolescent development as well as documenting and dissemination of knowledge management. The incumbent will assist in identifying, capturing, synthesizing and dissemination lessons learned for developing a knowledge base for adolescent development and in applying innovative approaches and good practices to inform policy.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Under the direct supervision of the Chief of Communication, and in close guidance from the Digital Communication Specialist and in collaboration with various communication, fundraising, and programme section colleagues, the UN Volunteer will undertake the following tasks:

- Draft compelling and engaging content for various platforms including UNICEF Thailand website, Facebook, Twitter, Instagram, Youtube, among others (in English and Thai).
- Draft blogs and human-interest stories as well as other forms of written content (in English and Thai).
- Assist with updating and uploading photography assets to UNICEF’s database.
- Translate Thai content into English for international audiences (e.g. Video subtitles, translate Thai social media content into English, web text, etc)
- Support the Communication Chief and other communication team member with corporate and donor visibility activities (including content creation, attending meetings, accompanying field visit to develop stories and communication coverage, etc)
- Support communication, and programme colleagues in the editing and writing communication materials for external audiences.
- Support the team in the development of compelling press materials including press releases, Q&As, key messages, speeches, etc
- Support the team in creating compelling content for supporter engagement (e.g. for volunteer engagement, materials to support campaigns, etc)
- Support the implementation of campaigns, events, press conferences, etc
- Support the office in organizing field visits for donors, partners, regional and HQ colleagues, etc
- Assist the office in developing and editing various advocacy materials including briefing notes, advocacy
- Support the team in documenting lessons learned from various communication and advocacy initiatives, and support in the development of a system to ensure application of the lessons, support developing SoPs (standard operating procedures) based on these lessons.
- Provide general support to the communication section as needed in contribution to achieving overall team targets

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 understanding of children and youth in Thailand and UNICEF’S work to improve their lives.
- Contribution to UNICEF Thailand’s efforts to engage the public around child rights;
- Contribution to increasing the engagement of supporters in UNICEF’s cause;
- Contribution to compelling communication and advocacy for child rights;
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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

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Qualifications/Requirements

Required Degree Level  Bachelor degree or equivalent

Education - Additional Comments

Bachelor’s degree in social science, journalism, marketing, communications, or other related disciplines.

Required experience  24 months

Experience Remark

- Demonstrated interest and/or experience (2 years) in journalism, marketing, advertising, social media management, or other communication and advocacy area.
- Fluency in English and Thai, both written and oral, is a requirement
- Previous experience in communication material development, either for internal or external audience, is a requirement
- Content creation skills such as video production, graphic design, human story development, photography, are highly regarded
- Previous experience in social media management will be highly regarded
- 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

Area of Expertise

- Journalism, mass media and broadcasting Mandatory

Area of Expertise Requirement

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) and final repatriation (if applicable).

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.
Eligible candidates must be between 18 and 29 years of age throughout the duration of their service.

* Not yet registered in the UNV Talent Pool?

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?

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](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.

Watch this video for the specific steps you must follow to register on the UN Volunteers’ Global Talent Pool [https://www.youtube.com/watch?v=VT5uJ_FolWU](https://www.youtube.com/watch?v=VT5uJ_FolWU)

This is a national UN Volunteer assignment, therefore only nationals of Thailand and legal residents in Thailand with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 19 March 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.