UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

TURR000415–UN75 Communications Analyst

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>Turkey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>UN Development Coordination Office</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>until 31-12-2020</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Istanbul [TUR]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

To mark its 75th anniversary in 2020, the United Nations is igniting a people’s debate, UN75. Launched by UN Secretary-General António Guterres, it promises to be the largest and furthest-reaching global conversation ever on building the future we want.

In a world of dramatic changes and complex challenges, from the climate crisis to the population shifts to the unknown course of technology, we need collective action more than ever before.

Through UN75, the United Nations will encourage people to put their heads together to define how enhanced international cooperation can help realize a better world by 2045, the UN’s 100th birthday.

At this pivotal moment in history, UN75 asks three big questions: a) What kind of future do we want to create? b) Are we on track? c) What action is needed to bridge the gap?
Anyone can join the conversation. Online and offline, in formal and informal dialogues, UN75 will involve as many people as possible, ideally in all 193 UN Member States. Together, they will share their hopes and fears, assess current and future risks and opportunities, and source solutions for global cooperation.

UN organizations, country teams, and key stakeholders will have pivotal roles in taking three actions:

1. Connect people: bring together diverse groups, especially those not often heard, to shape a new global dialogue.
2. Amplify their voices: open channels for people to talk and be heard.
3. Inspire action: provide feedback and share and advocate solutions.

Living Conditions

The UN Volunteer will be based in Istanbul, the largest city in Turkey where facilities and services are available including education, health services and entertainment. There is a lively and large group of international community. Istanbul airport has direct connections with all European and global cities. Istanbul is a Security level 3 (Moderate) duty station.

National United Nations Specialist receive a monthly (approx. 5210 TRY + entitlements, including resettlement allowance, settling-in-grant, 100% international health insurance, and learning allowance)

Assignment Details

Assignment Title
UN75 Communications Analyst

Organizational Context & Project Description

The UN Development Coordination Office (UN DCO) is the UN Office at the forefront of coordinating a collaborative contribution to the UN development system, towards its achievement of the Sustainable Development Goals. The position is located in the United Nations Regional Development Coordination Office in Istanbul, Turkey. The incumbent reports directly to the Regional Director in close coordination with the P4 Regional Communications Officer, the Development Coordination Office communications team at HQ, working very closely with the United Nations Department of Global Communications (DGC), which sets the communications and advocacy priorities of the United Nations around the world.

Sustainable Development Goals 17. Partnerships For the Goals

Task description

Within delegated authority, the Regional Communication Analyst will be responsible for the following duties:

Summary of Functions:

1. Provides strategic input in identifying activities that will be held at the country level in the context of
UN75 and coordinate with Resident Coordinator’s Offices, their implementation;
2. Plans and follow-up the implementation of the regional coordination of communication strategies, advocacy to promote UN75;
3. Plans, monitors, and documents the promotion of UN75 activities in the region;
4. Partakes and assists with the work of United Nations Communication Groups in the region on UN75 matters;
5. Provides communications assistance for the DCO Regional Office;
6. Plans and monitor the regional coordination for digital communications/content (including social media), while guiding and monitoring institutional RCO/UN Country Team accounts in the region in relation with UN75, and in line with the Secretary-General Bulletin on Institutional Use of Social Media;
7. Focal point for coordination of media relations and partnership building at the regional level for UN75;

**Description of Functions:**

Provides strategic input in identifying the activities that will be held at the country level in the context of UN75

- Coordinates with Resident Coordinators’ Offices in the Region their implementation plans, at the strategic level, under the supervision of the Regional Director, and in consultation with UN75 team at HQ and Resident Coordinators’ Offices, the activities and events to be undertaken at the country level in relation with UN75;
- Supports the Resident Coordinators’ Offices in the region to develop and implement a plan of action and calendar of events related to UN75;
- Coordinates and follow-up the activities organized by the Resident Coordinators’ Offices at the country level.
- Liaises with UN75 team in NY regularly for planned updates and troubleshooting as needed

**Plans and follow-up the implementation of the regional coordination of communication strategies, advocacy to promote UN75**

- Provides substantive support to the Development Coordination Office- IRH, in designing, implementing and monitoring the UN joint advocacy and communication strategy around the promotion of UN75 activities;
- Maintains close, regular working relationship with Communications and advocacy officers in the region, particularly around UN 75 initiatives;
- Coordinates regional analyzes and presents inputs to the IRH for regional strategic advocacy and programme communications for UN75;
- Coordinates media monitoring and analysis in the areas related to the UN75;
• Identifies and assesses potential regional issues, concerns and risks related to communications and advocacy for UN75, and suggests corrective actions to the Regional Development Coordination Office;

• Assists the Regional Development Coordination Office in projecting the UN’s image effectively and accurately in the region as well as promoting transparency and accountability.

Plans and monitor coordination of promoting the United Nations communications and advocacy priorities on UN75 at the regional level

• Provides substantive support to the United Nations Department of Global Communications in adapting global communications and advocacy priorities at the regional level while promoting UN75;

• Maintains close and regular working relations with the field offices of DGC in the region on UN 75 matters;

• Advises the Regional Development Coordination Office on possible sources of funding and in-kind support and partnerships that could be leveraged for promoting UN75;

• Evaluates results and impact, at the regional level, of communications and advocacy initiatives promoting the work of the United Nations around the 75th anniversary and potentially also in key thematic areas, reporting the outcome to the Regional Development Coordination Office and the United Nations Department of Global Communications.

Plans and monitor the regional coordination for digital communications/content (including social media) for the countries in the region

• Plans and leads the regional coordination for external and internal digital communications platforms such as the UN country team websites, official UN country team social media accounts (Facebook, Instagram, Twitter, YouTube, etc.), Intranet and on-line collaboration platforms, also ensuring quality assurance of content;

• In line with the Secretary-General Bulletin on Institutional Use of Social Media, plans, leads and manages the development and implementation of a regional digital content strategy, assuring quality and contributing to the development of regional key communications and advocacy products (e.g. human-interest stories, multilingual and multimedia content, etc);

• Conducts regional exercises exploring the applicability of new and emerging tools and techniques to digital communications and advocacy activities to reach a wider, younger audience in the region.

Coordination of UN branding and data/results reporting at regional level on UN75

• Provides substantive support to the Regional Development Coordination Office on joint UN publications ensuring high-quality standards and the correct application of the UN branding
guidelines and the UN publishing standards;

- Prepares inputs for the Regional Development Coordination Office- IRH on the use of the UN joint brand at the regional level across UN content and products, both offline and online;

- Plans, leads and organizes the collection of data and stories on UN75 at the regional level, providing inputs to DCO/RC System reports, supports regional launch events for joint UN publications, coordinating with author entities in the respective UN country teams and relevant local partners, including host country authorities, media representatives, members of academia, etc. to ensure high visibility and impact.

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 UN Development Coordination Office (UNDCO) team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDCO and its beneficiaries in the accomplishment of her/his functions, including:

- Regional communication strategy developed to promote the UN 75 in collaboration with the UN Communication Group in the region;
- Social media/website channels relevant to the work of the UN in the region to advance the UN 75 established and in line with the Secretary-General Bulletin on Institutional Use of Social Media, including branding materials, mapping of existing UNCT accounts and their website content dedicated to the UN 75 conducted;
- Partnerships to promote communication/social media activities established and wide outreach activities and content production conducted;
- Efficient and timely communication and outreach support provided to the DCO IRH and RC/UNCTs in the region;

- 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
Bachelor degree or equivalent

Education - Additional Comments
University degree in communication, journalism, international relations or related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Required experience
24 months

Experience Remark
A minimum of two (2) years, in public information, communication, journalism, or related area is required.

Language
- English (Mandatory), Level - Fluent

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

Area of Expertise Requirement
Experience developing and implementing strategic, multimedia and public information campaigns for a diverse audience, and experience interacting and managing relations with the media is required. Experience in working with and/or managing the work of teams in multiple remote locations is required. Experience managing resources, including personnel and budget, to support communications and advocacy activities, is desirable.

A minimum of one-year experience working in the political, social and economic context of the region of responsibility is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For this post, fluency in English is required.

Need Driving Licence
No

Conditions of Service and other information

Click here to view Conditions of Service

We are inspiration in action

16 Mar 2020
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 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/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.

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.

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


Application Code TURR000415-6616

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.