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>United Nations Development Programme</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>12 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Ankara [TUR]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

Assignment Place Remark

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.

Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Communications Assistant</th>
</tr>
</thead>
</table>

Organizational Context & Project Description

UNDP Turkey works for progress in four core areas:
1) Inclusive and democratic governance;
2) Inclusive and sustainable growth;
3) Climate change and environment;
4) Syria crisis response and resilience

In addition to these core areas, UNDP Turkey is emphasizing the role of women, private sector, capacity development, and information and communication technology in its policies and programmes. To achieve progress in these areas, UNDP seeks to establish partnerships with the central government, local administrations, civil society, academia and private sector to strengthen its contribution to Turkey's development. UNDP works closely with line ministries to support the efficient implementation of development projects and programmes. UNDP Turkey also collaborates with other UN agencies present in Turkey to maximize the impact of the UN's activities in the country, including through joint initiatives on women, youth, refugees and the Sustainable Development Goals.

As of July 2020, Turkey hosts over 3.6 million Syrian refugees. Syrian refugees are mainly located in the Southeast Anatolia bordering Syria, but as the crisis continued, the population has expanded to other regions as well. Turkey hosts the largest refugee population in the world and has demonstrated strong national ownership of the response. The Government of Turkey provides a rights-based legal framework through the Temporary Protection regulation, which offers access to education, health care, employment and social security to Syrians. According to the Government of Turkey, it spent 40 billion USD over the last 9 years on the response to the Syria crisis.

Currently, out of the 3.6 million registered Syrian refugees, more than 3.4 million refugees live amongst Turkish host communities. 45% of the 3.6 million refugees are concentrated in 4 provinces in the South East. Within these provinces, there are four municipalities that are particularly impacted, each hosting more than 100,000 Syrians. In these cities, the ratio of the Syrian population to that of host communities is higher than 20%. Populations have either reached or exceeded 2023 population projections. Kilis, for instance, hosts almost as many Syrian refugees as its local population.

UNDP supports the Government of Turkey to respond to this large-scale displacement through its Syria Crisis Response and Resilience Portfolio (SCRRP) in Turkey to strengthen the resilience of refugees, host community members, local municipalities and relevant national institutions to cope with and recover from the impact. UNDP’s resilience response strategy is to invest in existing national and local systems to ensure they can adequately serve both host and refugee communities.

**Sustainable Development Goals**

8. Decent work and Economy Growth

**Task description**

Within the delegated authority and under the supervision of Communications Officer or his/her designated mandated representative(s), the UNV Communications Assistant will:

- Support the delivery of the communication and visibility works and materials for the SCRRP.
- He/she will contribute to ensuring that all communication is in line with the UNDP corporate guidelines, any specific requirements provided by the donors and the agreed Communication and Visibility plans of the projects under SCRRP.
- Provide content, creative and design support to the production of visual, audio-visual and graphic design communication materials; such as; short films/videos, infographics, social media style short videos (i.e.Insta stories, IGTV style videos)
- Contribute to the production of photo stories, video stories, exposures, that show the achievements and success of the projects in new, digital and social medias.
- Prepare social media specific content on various projects to be posted at UNDP corporate digital, new and social medias (Facebook, Instagram, YouTube, Reddit, Snapchat, Telegram, Medium, Exposure etc.)
- Draft talking points, key messages, articles, news pieces, press releases, blogposts, testimonials, stories
- Support timely delivery of the activities in communication and visibility plans of the projects
- Support the organization of key events with a particular focus on communication and visibility
- Translate communication and visibility specific content from English to Turkish and vice versa, make snapshots and overviews from humanitarian and development related news, bulletins, reports, analysis and policy notes. Prepare media analysis and screening reports
- Support to the organization of publicity/outreach, knowledge-sharing events and promotional opportunities
- Collection of information and preparation of content to be published at UNDP website
- Provide creative support for all communication works
- Support review of all communication and visibility materials to ensure they are in compliance with the provided rules and regulations
- Any other related tasks as may be required or assigned by the supervisor

4 Aug 2020
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 UNDP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP and its beneficiaries in the accomplishment of her/his functions, including:
  • Support to the implementation of the Communication and Visibility Plans and works for the projects under SCRRP by providing input to the content, design, production and to creative works
  • Ensure all communication and visibility materials are in compliance with the agreed donor and UNDP rules and regulations on communications and visibility
  • Support SCRRP Communications Officer with new communication ideas, campaigns, social media, digital marketing, events etc.
  • Support to the production of communication materials in various formats (Visual, audiovisual, printed, info-graphic, other digital formats)
  • 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 political science, international relations, economics, business administration, sociology, philosophy, communications/journalism other related social sciences
• Master’s degree in political sciences, international relations, economy, development studies, EU studies, communication, journalism, public relations, business&marketing, visual and graphic design, sociology or other related social sciences.

Required experience
24 months

Experience Remark

• Previous experience in hands-on design works in various formats, strong digital skills and previous experience in preparing communication and marketing materials in various formats (Videos, infographics, photo stories, press releases, social media messages etc.) is required

Language

• English (Mandatory) , Level - Fluent
• AND - Turkish (Mandatory) , Level - Fluent

Area of Expertise

• Other communications related experience Optional
• Web and graphic design Optional

We are inspiration in action

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

- Creative, digital, new media oriented skills are essential. Experience in printed design (Brochures, leaflets etc.), social media targeted audiovisual production (Short films, infographics, live motions etc.) is required.
- Full proficiency in Turkish and a good command of written and spoken English is required.
- Academic or professional training in graphic design, visual, audiovisual and digital production is a strong asset.
- Digital and/or creative agency, design studio experience is a strong asset.
- Computer skills: Microsoft Office, Windows-based applications, integrated web-based management systems, spreadsheets and databases. Knowledge of Adobe CS programs is a significant asset.

Need Driving Licence

No

Competencies & Values

- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Working in Teams

Conditions of Service and other information

Condition of Service: Click here to view Conditions of Service

Conditions of Service:


The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period.
alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.

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 (Roles and Responsibilities of Host Entities)

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.

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees
or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities’ services during pandemics).

**Application Code**

TURR000434-7534

**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.


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

**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.*