General Information

Country of Assignment  Turkey
Host Institute  United Nations Volunteers
Volunteer Category  International Specialist
Number of Volunteer  1
Duration  6 months
Possibility of Extension  Yes
Expected Starting Date  Immediate
Duty Station  Istanbul [TUR]
Assignment Place  Family Duty Station

Assignment Place Remark
The UN Volunteer will be based in a recruitment location remotely or physically in any of UNV Regional Offices.

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.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.
Assignment Title: Communication and Multimedia Specialist

Organizational Context & Project Description

The United Nations Volunteers (UNV) programme contributes to peace and development through volunteerism worldwide. We work with partners to integrate qualified, highly motivated and well supported UN Volunteers into development programming and promote the value and global recognition of volunteerism.

The UN Volunteer will work in close collaboration with the External Relation and Communications and Volunteer Solutions Teams.

The External Relations and Communications Section (ERCS) builds and nurtures corporate donor relations, strategically leads the donor resource mobilization platform and conducts coherent communications efforts to highlight the value of volunteerism for peace and development and the contributions of UNV and UN Volunteers.

The Volunteer Solutions Section (VSS) ensures provision of high-quality volunteer service offering by UNV, including up to date volunteer modalities, key elements of volunteer management cycle, online volunteering, full-funding volunteer policies, systems and management tools. VSS works in close collaboration with UNV units in headquarters, the Regional Offices and Field Units to provide a wide range of specialized products and tools to support onsite and online volunteer mobilization, engagement and management.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Within the delegated authority and under the supervision of Communications, Communications Specialist in External Relations and Communication at UNV and in close collaboration with the Volunteer Solutions Team, the UN Volunteer Innovations in Communication and Multimedia Specialist will:

- Support coordination of implementation of the comprehensive review of the Conditions of Service and the Digital Transformation project and overall UNV Communications Plan during a transition/change/launch processes. Strengthen Regional Offices and Field Units transition during implementation of the Conditions of Service, including creation and design of knowledge management products for utilization at the field and regional levels in close collaboration with the Digital Transformation team;
- Design, develop, and release visual Volunteer Solutions, Conditions of Service and Digital Transformation presentations, reports and monthly bulletins based on aggregate data reports, inputs from the Volunteer Solution Team for dissemination of Conditions of Service, UNV offer, and Digital Transformation changes;
- Digital design management of Conditions of Service policy and UNV offer packages as multimedia communication materials for internal and external use;
- Contribute to the development of marketing initiatives and roll-out strategy for dissemination of UNV volunteer solutions and services to the United Nations system;
- Manage the implementation of the different steps of the agreed/approved marketing plan on all levels: corporate, regional and field;
- Create original contents for UNV’s marketing plan and roll-out (documents, PowerPoints, infographics, training tools);
- Assist in the design of public information materials related to Conditions of Service and Digital Transformation of Unified Volunteer Platform roll-out and coordinate publishing on UNV.org website with the ERCS and others as required;
- Provide designed content for training sessions, in-person and/or online, for the roll-out of the Unified Volunteer Platform and Merged Conditions of Service with the Human Resources Capacity Development Team;
- Facilitate digital feedback mechanisms at all levels on Volunteer solutions, Conditions of Service and Unified Volunteer Platform roll-out;
- Support the development of infographics and innovative public outreach and engagement tools;
- Any other related tasks as may be required or assigned by the 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

- Communications Plan for the Conditions of Service and Unified Volunteer Platform is seamlessly rolled-out in line with all established deadlines
- As an active ERCS and VSS team’s member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNV and its beneficiaries in the accomplishment of her/his functions, including:
- Greater visibility is achieved for UNV activities and efforts are promoted, including readily accessible up-to-date information on recent and upcoming events;
- Monthly Volunteer Solutions bulletin, presentations, and visuals are designed and released as per UNV Communication Plan
- An increased in recognition of UNV’s services by UN Agencies and other partners;

• 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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Education - Additional Comments

Master or bachelor’s degree in Communications, Public Relations with majors in design, visual communication or other related area

Required experience 24 months

Experience Remark

- Professional work experience at the national and/or international level in communications, social media, graphic design and creation of visual media such as newsletters, infographics, web publications and presentations. Experience with video and animation is an asset.
- Experience producing written content for internal and external communication is an asset. Experience in communications for a change process and/or product launch is particularly desirable.
- Experience working in the UN environment or with other international development organisations is an asset as is managing projects in multiple languages with external translators. is an asset, as is experience working in the UN or other international development organization;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills; Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- 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;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Have affinity with or interest in volunteerism as a mechanism for durable development, and the UN System.

### Language
- English (Mandatory), Level - Fluent

### Area of Expertise
- Web and graphic design Mandatory
- Other communications related experience Optional
- Arts, music, photography and film Optional

### Area of Expertise Requirement

#### Essential
- Expertise in producing engaging visual content for internal and external communications
- Expertise in relevant software such as Adobe Illustrator, Photoshop and InDesign as well as the Microsoft Office suite (Word and PowerPoint).

#### Desirable
- Expertise in producing engaging, explanatory written content for internal and external communications
- Photography and video skills, including video editing
- Excellent oral and written communication skills including accurate editing of publications
- Any other UN languages would be an asset

### Need Driving Licence
- No

### Competencies & Values
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Professionalism
- Respect for Diversity
- Working in Teams

## Conditions of Service and other information

### Condition of Service
- Click here to view Conditions of Service

### Conditions of Service for International Specialist:

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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$ 1,651. 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 integration 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 (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 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;

- 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**

TURR000435-7573

**Application procedure**

* 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.
you would like to apply.

Application deadline: 30 August 2020

doa.apply_url

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

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.