UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

UGAR000680--Communications Specialist

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>Uganda</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International 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>Kampala [UGA]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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Position to be filled immediately

Living Conditions

The UN Volunteer will be based in Kampala, the capital city of Uganda that is located at 1,200 metres (4,000 feet) above sea level with a pleasant climate all year round which is uniformly warm and moderately humid, and temperatures that range between 20 and 30 degrees Celsius. It is a family duty station that presents relatively good living conditions with adequate housing facilities (houses and apartments) readily available to rent, and with most of the economic and social amenities also available at affordable cost. Most commodities are available in the large supermarkets and a wide variety of local markets that offer plenty of available fresh food stuffs of all kinds, and there are many restaurants for every taste and pocket. There are 3 international telecommunication systems (mobile telephony
networks), easy access to 4G/3G internet and modern banking facilities. However, as a developing country, Uganda has developing infrastructure with common challenges like power cuts and water rationing. The city has good security but under UN Security system – Level Three of which all new staff undergo security briefing by United Nations Department of Safety and Security (UNDSS) who also provide elaborate security documents as well as regular security situation updates. There is a vibrant expatriate community. Uganda is a popular tourist destination.

Assignment Details

Assignment Title: Communications Specialist

Organizational Context & Project Description

Over the last 40 years, UNDP has implemented several development programmes in support of the governments’ development agenda focusing on elimination of poverty, reduction of inequalities and exclusion, promoting effective governance, natural resources management and access to energy, addressing environmental degradation, climate change and disaster risk reduction through linking local insights to global perspectives.

In Uganda, UNDP is currently implementing a five-year transformative Country Programme Document – CPD (2016-2020) anchored on long-term solutions to Uganda’s development challenges. The Programme is aligned to and supports national efforts to realise the National Development Plan (NDP II) 2016 - 2020, and the Uganda Vision 2040. It is also aligned to the United Nations Development Assistance Framework (UNDAF) 2016-2020, which guides UN programming in the country. This alignment enables UNDP to contribute to national development efforts and to the achievement of the 2030 Agenda and its 17 Sustainable Development Goals (SDGs). Our strategic plan is anchored on two major pillars, namely:

1. Inclusive and effective governance;

UNDP strongly believes that good governance based on constitutional democracy fosters national development by creating an environment conducive for investment. It also promotes efficient and effective national resource allocation systems, facilitates the equitable distribution of growth dividends, strong public institutions that can combat corruption and improve service delivery and strong security and justice systems which boost social cohesion, peace and stability leading to sustainable development.

2. Sustainable and Inclusive Economic Development;

The protection of Uganda’s natural resources, restoration of its environment while building resilience to climate change and disaster risk are key in achieving sustainable development. UNDP supports Government to integrate these into all its investments in priority sectors. This is because their exclusion could easily reverse development gains.

Sustainable Development Goals

17. Partnerships For the Goals
Task description

Under the overall guidance of UNDP Resident Representative and direct supervision of Senior Communication Advisor, working in consultation with Communications Unit, the UN Volunteer will undertake the following tasks:

Supporting in compilation, the writing, design, production processes and dissemination of diverse information, education and communications materials focusing on achievement of the following results:

- Support elaboration and implementation of the Country Office publications strategy and plan based on the corporate publications policy.
- Support coordination and management of all country office publication activities, including content management, editing, norms for publishing, design, liaison with printers and other suppliers to oversee production and supervision of publications dissemination.
- Well-reasoned innovative suggestions and approaches to address communications issues including documenting country office programme undertakings such as field visits, accomplishments including those pertaining to the UNDP Accelerator Lab Uganda activities.
- Offer editorial support to Country Office Information, Education and Communications such as compilation of newsletters, blogs, articles reports and publications including those pertaining to the Accelerator lab.
- Assist in documentation and archiving Country Office Communication materials such as videos, photographs including those pertaining to the Accelerator lab.
- Editing, publication and dissemination of materials drafted by other units.
- Monitoring of stocks and usage of country office publications and reordering, as required.
- Assist in identify opportunities to leverage social media to support country office messaging identified and used.

Ensure content development, expansion and continual assessment of the quality and relevance of web-based information services, focusing on achievement of the following results:

- Support in generating website content to reflect country office priorities.
- Regularly updated information on the website and on UNDP social media platforms.
- Propose innovative ways of enhancing country office information dissemination using the internet.

Leverage visibility opportunities arising from country office activities such as events focusing on achievement of the following results:

- Contribute content to CO press releases, advisories, background information, press/media kits, briefings and updated information, stories programme initiatives, results and successes, and other achievements.
- Supports the collection, collation and analysis of information on country office projects and
programmes for dissemination to interested development partners, government, media and the general public;

- Compiles and produces compelling information social media content, photographs, video clips and infographics, articles arising from CO events, programme activities and other engagements;

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

- UNDP’s contact database of partners and stakeholders updated and expanded
- Periodic UNDP information products such as newsletters, reports and articles are produced and disseminated regularly and on time;
- Daily news monitoring undertaken with updates provided to staff regularly as well as analysis on specific events or emerging issues of interest to UNDP
- Checklist of programme briefs published and the date of publication
- Collection and documentation of UNDP’s development offer including outputs, results, best practices and lessons learned
- Photo gallery on programme outputs, results, best practices and lessons learned
- Accelerator Lab programme presentations designed and customized to suit and appeal to specific niche audience and events
- Communication products produced to showcase Accelerator Lab results and work in Uganda in its major pillars
- UNDP website and social media accounts updated with new content on a weekly basis on Accelerator Lab programme;
- 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 development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

- 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
Master degree or equivalent

Education - Additional Comments

Type of Degree: Master’s degree or equivalent in communications, journalism, public relations, Marketing, or related field

Required experience
48 months

Experience Remark

Computer skills: The incumbent must possess good computer skills in Web designing, Adobe illustrator, Audition, Graphics Designing, Adobe Premier Pro/ Final cut Pro for video editing

Language
- English (Mandatory), Level - Fluent

Area of Expertise
- Knowledge management, archiving and documentation Mandatory
- Public information and reporting Mandatory
- Other communications related experience Optional

Area of Expertise Requirement

- Strong writing skills and previous experience working on social media or digital marketing.
- Strong computer skills particularly in Microsoft word, desktop publishing, social media publishing, power point presentation and adobe Photoshop.
- Experience in designing and using communication for development approaches
- Experience in developing and implementing social media or digital marketing strategies.
- Proficient in using social media platforms including Facebook, Twitter, among others.
- Knowledge of social media monitoring technology and ability to use social media measurement tools such as Hootsuite.
- A team player who has ability to work in a multicultural environment.
- Fluency in written and spoken English.

Need Driving Licence
No

Competencies & Values

- Client Orientation
- Commitment to Continuous Learning
Conditions of Service and other information

Condition of Service

Click here to view Conditions of Service

Conditions of Service for International Specialist:

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

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.

Application Code
UGAR000680-6697

Application procedure

* Not yet registered in the UNV Talent Pool?

Please 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?

Please 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.

Application deadline: 08th of April 2020

doa.apply_url
https://vmam.unv.org//candidate/show-doa/VUdBUjAwMDY4MA==

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.