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>Ukraine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Population Fund</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>9 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>09-03-2021</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Kyiv [UKR]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

### 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. National UN Volunteers are part of the UN medical insurance plan.

### Entitlements of National UN Volunteer (Specialist)

The contract lasts for the period indicated in the vacancy with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

### Allowances:

1. **Volunteer Living Allowance (VLA):** A Volunteer Living Allowance (VLA) of USD 961.75 (equivalent in UAH) is provided monthly to cover housing, utilities and normal cost of living expenses.

2. **Settling-in (SIG), moving and travel entitlements:** If the duty station of the assignment is not within commuting distance, national UN Volunteers are entitled to receive settling-in grant and reimbursement of the costs of travel and moving personal
Assignment Details

Assignment Title: Communication Assistant

Organizational Context & Project Description

The UNFPA, United Nations Population Fund, promotes gender equality, reproductive health, youth empowerment. The organization was created in 1969, the same year the UN General Assembly declared “parents have the exclusive right to determine freely and responsibly the number and spacing of their children”. Together with partners, UNFPA works in 150 countries, and in Ukraine since 1997.

Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

UNFPA in Ukraine works for:

- creating conditions in which every young person can fulfil the potential, lead a healthy lifestyle, know their reproductive rights and take an active social life;
- conducting sexual and reproductive health campaigns to improve access to health and care services and improve its quality, especially for young people;
- combating gender stereotypes in society (through the media, compulsory education for civil servants on gender mainstreaming, the improvement of national gender policy and anti-discrimination expertise of school textbooks);

We are inspiration in action
providing information and services to gender-based violence survivors through the creation of crisis centres, supporting the work of mobile teams of psycho-social and support, providing expert support and raising general awareness in society.

**Sustainable Development Goals**

5. Gender Equality

**Task description**

Within the delegated authority and under the supervision of Assistant Representative or his designated mandated representative(s), the National UN Volunteer will:

- Support social media accounts of UNFPA Ukraine GBV Programme information campaign “Break the Circle (Facebook) and educational project “(No) trivia in relations” (Instagram) in the period of absence of contracted service provider.
- Ensure regular updates of “Break the Circle” site, prepare monthly reports, assist in enhancing the structure and content of the resource.
- Manage the process of monthly GBV newsletter development: coordinate the process of stories collecting, editing the text, design layout ensuring.
- Ensure regular highlighting of GBV programme events/news/achievements on UNFPA Ukraine resources: website, Facebook account, Twitter, YouTube (if applicable).
- Organise translation and design services meeting communication needs for news publishing, events support, programme highlights presenting, printed informational materials development, etc.
- Ensure filing of all developed products within communication component, including photos and videos from events, on UNFPA Ukraine’s Google Drive.
- Assist within programme printing requests – collect and unify requests from target cities and partners, liaise with the selected service provider from sending the layouts to accepting the report of the work done, including coordinating the process of printing and dissemination, layouts editing (if needed).
- Analyse media publications and mentions in the thematic areas related to GBV programme, provide timely advice to the GBV programme team and UNFPA Communication and Advocacy Associate, flag the issues of concern, and suggest ideas of media projects.
- Monitor international and Ukrainian communication initiatives/campaigns/projects aimed at eliminating GBV and DV. Prepare brief description of findings.

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 UNFPA team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNFPA and its beneficiaries in the accomplishment of her/his functions, including:

- GBV programme progress is highly presented at all digital platforms of UNFPA Ukraine (including Break the Circle campaign).
- Break the Circle Facebook account and web site regular updated, all results monthly reported.
- GBV Newsletter is prepared for sending out not later than the 5th of every month, as well as success stories, presentations timely prepared to meet GBV programme requests.
- Printed informational products are timely elaborated by designers in line with brand style, printed and disseminated among beneficiaries or/and placed on digital platforms.
- Translation services ensured for all GBV news/articles, communication products, events (if needed).
- All communication products/documentation/interim developments filed and saved at UNFPA Ukraine Google Drive.
- Monthly media mentions of GBV programme given into attention and analysed. Ideas of joint media projects for highlighting programme activities presented.

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising)
Qualifications/Requirements

**Required Degree Level**

Bachelor degree or equivalent

**Education - Additional Comments**

- At least Bachelor degree in communications, public relations, journalism or related field.

**Required experience**

24 months

**Experience Remark**

- Advanced social media user with sound experience of managing social media accounts and websites.
- Demonstrated interest in and/or experience in the areas of gender-based violence, gender equality and social norms change (will be a strong asset).

**Language**

- Ukrainian (Mandatory) , Level - Fluent
- AND - English (Optional) , Level - Fluent

**Area of Expertise**

- Journalism, mass media and broadcasting Mandatory
- Other communications related experience 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 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**

UKRR000335-8826

**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.

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

**Application deadline: 03-03-2021**

**doa.apply_url**

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

**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.*