

Descripción de la asignación de voluntarios NU UKRR000335--Communication Assistant

El programa de Voluntarios de las Naciones Unidas (VNU) es la organización de la ONU que contribuye a la paz y al desarrollo en todo el mundo por medio del voluntariado. El voluntariado es una forma poderosa de involucrar a los ciudadanos para hacer frente a los desafíos en materia de desarrollo, y capaz de transformar el ritmo y la naturaleza del mismo. El voluntariado beneficia tanto al conjunto de la sociedad como a los voluntarios, fortaleciendo la confianza, la solidaridad y la reciprocidad entre las personas y creando oportunidades de participación apropiadas. Para impulsar la paz y el desarrollo, el programa VNU promueve el reconocimiento de la contribución de los voluntarios, trabaja con sus asociados para integrar el voluntariado en los programas de desarrollo y moviliza en todo el mundo a un número cada vez mayor y más diverso de voluntarios, incluidos Voluntarios de las Naciones Unidas. El programa VNU entiende el voluntariado como universal e incluyente, y reconoce el voluntariado en toda su diversidad, así como los valores que lo sustentan: libre albedrío, entrega, compromiso y solidaridad. En la mayoría de las culturas, el voluntariado está profundamente arraigado en antiguas tradiciones de cooperación y apoyo fuertemente establecidas entre las comunidades. En este contexto los Voluntarios de las Naciones Unidas participan en varias formas de voluntariado y juegan un papel esencial en el desarrollo y la paz junto a sus colegas, agencias receptoras y comunidades locales. En todas las asignaciones, los Voluntarios de las Naciones Unidas promueven el voluntariado por medio de su acción y conducta. La participación en actividades voluntarias puede enriquecer efectiva y positivamente su entendimiento de la realidad local y social, así como también crear un puente entre los voluntarios y la gente de la comunidad receptora. Esto hará que su tiempo como Voluntario de la ONU sea aún más satisfactorio y productivo.

Información general

País de la asignación	Ukraine
Agencia / Entidad Anfitriona	United Nations Population Fund
Categoría de Voluntariado	National Specialist
Número de Voluntario	1
Duración	9 meses
Fecha de Inicio Esperada	09-03-2021
Lugar de Destino	Kyiv [UKR]
Lugar de Asignación	Lugar de Destino Apto para Familias

Observación sobre el lugar de asignación

Condiciones de vida

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 effects to and from the duty station. The UN Volunteer will be paid SIG equivalent to one month's applicable VLA for 12-month contract. For contracts of less than 12-month, the SIG is pro-rated according to contract duration.
3. **Resettlement allowance (RSA):** Eligible national UN Volunteers are entitled to receive a resettlement allowance upon satisfactory completion of the assignment. The RSA is equivalent to one month's applicable VLA for 12-month of completed assignment. For short-term contracts or extensions of contracts of less than 12 months, the RSA is pro-rated.
4. **Learning and training:** UN Volunteers will receive up to USD 500 for individual training.

Medical and life insurance:

1. **Medical insurance:** National UN Volunteers and their family (maximum 3 of their dependents) are covered by a medical insurance scheme for the duration of the assignment to cover medical treatment costs incurred during the assignment. This includes permanent disability insurance.
2. **Post Service Medical Coverage:** Health insurance of national UN Volunteers and their family (maximum 3 of their dependents) extends one month after the last day of the national UN Volunteer Contract date to assist with reintegration into national healthcare schemes after their service is completed.
3. **Life Insurance:** National UN Volunteers are covered by life insurance for the duration of the assignment. In the event that a national UN Volunteer dies during the UNV assignment, the designated beneficiaries will be entitled to receive the life insurance lump sum.

Leave entitlements:

1. **Annual leave:** National UN Volunteers accrue an entitlement to annual leave at the rate of 2.5 working days per completed month of assignment. However, a national UN Volunteer can at no point during the UNV assignment accrue more than 30 days of annual leave.
2. **Certified Sick Leave:** Sick Leave which is certified by a qualified medical physician is charged to the national UN Volunteer's balance of certified Sick Leave days. The maximum balance of certified Sick Leave days for the respective Contract is calculated on the basis of 2.5 working days per month of the Contract duration and can be used at any point in the assignment.
3. **Uncertified Sick Leave:** Uncertified Sick Leave is leave that is not validated by a certificate from a qualified medical physician. National UN Volunteers on more than 6-month contracts may be absent on the basis of uncertified Sick Leave up to a maximum of 7 working days. For contracts duration of less than 6-months, UN Volunteers are eligible to 4 working days.

[National UN Volunteer Conditions of Service - Full Document](#)

Detalles de la Asignación

Título de asignación

Communication Assistant

SP Contexto Organizativo & descripción del proyecto.

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:

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

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

- 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);
- 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

Descripción de la tarea

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.
- Carry out any other communications-related duties as may be required by the management.

Además de lo anterior, a los Voluntarios de la ONU se les insta a: • Fortalecer su conocimiento y entendimiento sobre el concepto de voluntariado por medio de la lectura de publicaciones pertinentes tanto del programa VNU como externas, así como desempeñar un papel activo en las actividades del programa VNU, como por ejemplo en los eventos de conmemoración del Día Internacional del Voluntariado (DIV); • Conocer y desarrollar las formas tradicionales y/o locales de voluntariado en el país anfitrión; • Reflexionar sobre el tipo y la calidad de la acción voluntaria que se lleva a cabo, incluida su participación en actividades realizadas periódicamente; • Contribuir con artículos/críticas (opiniones) de las experiencias en el terreno y enviarlas a la sede para su publicación en el sitio web, publicaciones, panfletos/boletines, notas de prensa, etc. del programa VNU; • Ayudar con el Programa de Mentores para los nuevos Voluntarios de la ONU; • Asesorar a grupos locales en el uso del servicio Voluntariado en Línea del programa VNU o promover el uso del servicio con individuos y organizaciones locales pertinentes cuando sea técnicamente posible;

Resultados / Resultados esperados

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) 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

Cualificaciones/Requisitos

Nivel de Grado Requerido Bachelor degree or equivalent

Educación - Comentarios Adicionales

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

Experiencia Necesaria 24 meses

Comentarios sobre la experiencia

- 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).

Lingüísticas

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

Área de Experiencia

- Journalism, mass media and broadcasting Obligatorio
- Other communications related experience Obligatorio

Requisito de area de experiencia

Necesita Licencia de Conducir No

Condiciones del servicio y otra información

Condiciones de servicio [Click here to view Conditions of Service](#)

Conditions of Service:

Note on novel coronavirus – COVID-19.

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).

Código de aplicación

UKRR000335-8826

Procedimiento para la aplicación*** 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==>**Advertencia**

El programa de Voluntarios de las Naciones Unidas es un programa basado en la igualdad de oportunidades, que recibe gratuitamente aplicaciones por parte de profesionales cualificadas/os. Estamos comprometidos a lograr la diversidad en términos de género, nacionalidad y cultura.