Informations générales

**Pays d'Affectation**
United States of America

**Agence/Institution hôte**
Office of the Secretary-General’s Envoy on Youth

**Catégorie de volontaire**
International Youth

**Nombre de Volontaires**
1

**Durée**
12 mois

**Date présumée du début d'affectation**
Immédiate

**Lieu d'Affectation**
New York [USA]

**Lieu d'Affectation avec Famille**
Single (non-family) assignment

**Conditions de vie**
The UN Volunteer will reside in New York, which is a dynamic city with access to a range of public transport, infrastructure, accommodation, and cultural activities.

The cost of living is high. As is the case for UN staff and partners, the volunteer will make their own arrangements for housing and transportation to and from work.

**Détails sur l'Affectation**
Titre de l'Affectation  
UN Volunteer in Social Media

Contexte organisationnel & description du projet

The Office of the Secretary-General's Envoy on Youth (OSGEY) plays a lead role in the UN's efforts on youth development, focusing on raising international awareness of and bringing attention to youth issues and promoting youth rights and stronger youth participation in setting, implementing and evaluating the various development, peace and security, human rights and humanitarian frameworks. The OSGEY plays a lead role in advancing the roll-out, implementation and monitoring of the UN Youth Strategy, "Youth2030", that guides the entire UN System's work with and for young people and seeks to facilitate increased impact and expanded global, regional and country-level action to address the needs, build the agency and advance the rights of young people around the world.

The UN Secretary General's Envoy on Youth leads the efforts of the UN system on youth. The Envoy serves as an advisor and a representative of the UN Secretary General and serves as the Chair of the High-Level Steering Committee to monitor the implementation of the UN Youth Strategy Youth2030.

Objectifs de développement  
17. Partnerships For the Goals
durable Description de l'action

Under the guidance of the United Nations Secretary-General’s Envoy on Youth, the UN Youth Volunteer will undertake the following tasks:

- As part of a team, the youth volunteer will support the coordination of social media coverage of important events; support liaison function with news and publications agencies, public relations firms, internal and external partners of the office.
- Support the creation and management of the Social Media accounts of the Youth Envoy and work on new and existing social media campaigns and initiatives.
- Specifically highlight the integration of youth and youth volunteers in UN field operations across all UN pillars (development, peace and security, human rights, humanitarian), including in joint initiatives (e.g. in the framework of projects under the Peacebuilding Fund, the SDG Fund, the UNDP-DPPA Joint Programme, the Spotlight Initiative, etc.)
- Using relevant computer software, assist with creating designs in appropriate format for promotional and other material, e.g. brochures, presentational materials, announcements, video and audio material, catalogues, etc.; ensure that photos, graphics, etc. are appropriate and conform to UN standards.
- Assist in the production and editing of video/film projects, podcasts, radio programmes or website projects; track all production material; produce scripts, cue cards, etc., select and catalogue sound and visual materials for inclusion in productions, and obtain requisite clearances and copyrights; coordinate scheduling of commercial and internal production facilities; direct studio recordings and/or evaluate audio quality of recordings for inclusion in programmes.
- Research, compile and organize information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.
• Proofread documents and edit texts for accuracy, grammar, punctuation and style, and for adherence to established standards for format
• Assist in the maintenance of websites by scanning, converting and posting a variety of documents onto the site.
• Assist in the preparation of presentation materials using appropriate technology/software.
• Maintain calendar/schedules; monitor changes and communicate relevant information to appropriate staff inside and outside the immediate work unit.
• Perform data entry and extraction functions.
• Review, record, distribute and/or process mail and other documents; follow-up on impending actions.
• Update and maintain large distribution lists; monitor, prepare and distribute various materials, reports, where possible using electronic formats; handle arrangement for printing and translation as necessary; coordinate shipment arrangements, courier services, etc.
• Maintain files (both paper and electronic) and databases for work unit.
• Assist in providing software and office equipment support.
• Perform other duties as required

Furthermore, UN Youth 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;
• Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
• 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.

En plus de ce qui précède, les Volontaires des Nations Unies sont censés :
• Renforcer leurs connaissances et compréhension du concept du volontariat en lisant la documentation mise à disposition par le programme VNU, les publications externes et prendre activement part aux activités du programme VNU, par exemple s’impliquer dans les activités commémoratives de la Journée internationale des Volontaires (JIV), le 5 décembre.
• Se familiariser et développer toute forme de volontariat traditionnel et/ou local au niveau du pays d’accueil.
• Refléter le type et la nature des actions volontaires qu’ils entreprennent, y compris leur participation dans les réflexions substantielles.
• Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la publication du programme VNU/ site web, bulletin et notes de presse, etc.
• Contribuer au Programme d’accueil des Volontaires des Nations Unies nouvellement arrivés dans le pays d’affectation ;
• Promouvoir ou conseiller les groupes locaux dans
Qualifications / Exigences

Domaine de qualification
Bachelor degree or equivalent

Niveau de qualifications - autres commentaires

Expérience Requise
0 mois

Remarques sur l'Expérience

Up to 2 years experience desired.

Linguistiques

- English (Mandatory), Niveau - Fluent

Domaine d'expertise

- Journalism, mass media and broadcasting Obligatoire
- Public information and reporting Obligatoire
- Youth and sports Optionnel

Domaine d'expertise requis

- Recognized First Level University degree in communications, media, public relations digital marketing or other relevant field
- Fluency in English (both oral and written); excellent writing skills
• Excellent interpersonal and communication skills and positive working attitude
• Strong ability to multi-task and a drive for on-time delivery

Desirable:
• Relevant experience in managing organizational social media accounts would be considered an asset
• Previous formal or informal experience in developing creative content for social media will be considered favourably
• Fluency in another UN language, in addition to English, would be considered an asset

Permis de Conduire exigé Non

Compétences et Valeurs
• Accountability
• Adaptability and Flexibility
• Communication

Conditions de service et autres informations

Conditions de service

Conditions of Service:

Click here to view Conditions of Service

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) per month and 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 (choose from the drop down menu the appropriate rate here): US$1,305. The VLA base rate is a global rate, while the PAM is 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 also 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 the final repatriation travel (if applicable). A 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.

**Code d'application**

USAR000051-6211

**Application procedure**

* Not yet registered in the UNV Talent Pool?
Please 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?
Please 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.

**Application deadline:** 20 February 2020

Eligible candidates must be between 18 and 29 years of age throughout the duration of their service.

doa.apply_url

[https://vmam.unv.org//candidate/show-doa/VVNBUjAwMDA1MQ==](https://vmam.unv.org//candidate/show-doa/VVNBUjAwMDA1MQ==)

**Avertissement**

Le programme VNU est un programme qui promeut l'égalité des chances et encourage les candidatures de professionnels qualifiés. Le Programme VNU s'engage à assurer la diversité en termes de genre, de nationalités et de cultures.