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>United States of America</th>
</tr>
</thead>
<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>New York [USA]</td>
</tr>
</tbody>
</table>

Assignment Place Remark

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Living Conditions

The UN Volunteer will reside in New York, which is a family duty station. It 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.

The average monthly Volunteer Living Allowance (VLA) for a Specialist UN Volunteer in the United States in 2018 was $3,476 per month (those with dependents will receive more). The average monthly Volunteer Living Allowance (VLA) for a UN Youth Volunteer in the United States in 2018 was $2,782 per month.

These amounts include a 30 per cent accommodation supplement to offset the high accommodation costs in New York duty station. Candidates are encouraged to consider this when applying.

Assignment Details

Assignment Title
Communications Officer

Organizational Context & Project Description

2020 was intended to be a make-or-break year for climate action. Though countries are still expected to submit new and enhanced climate targets (Nationally Determined Contributions - NDCs), the impact of the coronavirus (COVID-19) pandemic has meant that many countries have had their submission processes delayed. A majority of countries intend to revise their prior commitments and plan to submit ahead of COP26, which has been postponed until November 2021.

75 countries of the 190 Paris Agreement parties submitted revised NDCs by the end of 2020. Collectively these 75 countries represent a third of global emissions.

Scientific consensus indicates current global greenhouse gas emissions have to be halved by 2030 if we are to stay on-track to achieve the Paris Agreement. An ambitious task that requires bold commitments amounting to a global cut of 7.5 percent in 2020 and again every year between now and 2030.

UNDP’s Climate Promise aims to support global, transformational climate action by supporting countries to enhance their NDCs in 2021 and beyond, in line with these ambitious goals.

The Climate Promise is a promise to ensure that any country wishing to increase the ambition of the national climate pledge is able to do so.

September 2020 marked the one-year anniversary of the launch of UNDP’s Climate Promise. While the world saw some challenges due to COVID-19 pandemic and have put on hold the international climate negotiations, the initiative, together with governments have demonstrated the continued strong commitment to the multilateral process for tackling climate change, and significant progress towards meeting its goals. There now stands both the opportunity and imperative for showcasing the efforts of countries to do this, to continue the momentum. In addition, many countries are now leveraging NDC processes to help green their pandemic responses.

We have already agreed Climate Promise work plans with 118 countries and add to our capacity the partnership of 35 partners, including IRENA, UNEP and FAO, among others, and as a direct contribution to the NDC Partnership. This makes UNDP’s Climate Promise the world’s largest offer of support for the enhancement of countries’ climate pledges.

The communications efforts around the Climate Promise will focus on delivering transparent updates on country-level progress, showcasing UNDP’s impact in driving climate ambition, accelerating climate action, mobilizing citizens to raise their voices to call for climate action, and to help countries engage their citizens in the importance of climate action.

Sustainable Development Goals

13. Climate Action

Task description

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.

Under the overall supervision of the UNDP Climate Promise HQ Communications Specialist, the incumbent will be responsible for helping enhance the information flow and visibility of UNDP Climate Promise work on digital communications and social media platforms. More specifically, the incumbent will develop engaging and creative visual assets that can help communicate knowledge and results produced with the UNDP Climate Promise umbrella to a variety of target audiences, including climate professionals, everyday citizens, governments and donors.

Duties and responsibilities:

- The scope of the activities listed below may vary, depending on the length of the assignment and how the initiative progresses.

Content production

- Support in conceptualizing and developing communication products for Climate Promise;
- Design, layout and proofread Climate Promise reports and other publications, for digital and print purposes;
- Develop social media graphics and GIFs to support social media packages;
- Support in creating presentations, infographics and other communication materials as needed to showcase the Climate Promise portfolio;
- Assist in shooting and editing short in-house videos for digital use;
- Contribute to improvement of internal document management systems and/or knowledge repositories, as required;
- Any other related tasks as may be required or assigned by the supervisor.

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- 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 self-reports on UN Volunteer actions, results and opportunities.
- 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.

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

1. As an active UNDP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP/UNDP's Climate Promise and its beneficiaries in the accomplishment of her/his functions, including:

   1. Contribute to meeting all communication and design related benchmarks and deadlines, upholding the branding of the Climate
Promise

2. Creation of social media assets, including videos, infographics, banners and other visual and multimedia materials
3. Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment
4. 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

- 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
Bachelor degree or equivalent

Education - Additional Comments
- Bachelor’s degree or equivalent in a communications, public relations, journalism, graphic design, advertising or a related area

Required experience
36 months

Experience Remark
- Demonstrated knowledge and/or experience in creation of specific graphic design assets, including infographics, short videos, presentations and social media assets
- Experience working in the development sector and/or with international organizations and/or with UN agencies is an asset.
- Understanding of climate-related issues is an asset.
- Fluency in English. Working knowledge of another UN language is an asset.

Language
- English (Mandatory), Level - Fluent

Area of Expertise
- Climate change mitigation and mechanisms for technology transfer Mandatory

Area of Expertise Requirement
- Demonstrated knowledge and/or experience (up to 2 years) in graphic design and graphic design software, including but not limited to: Adobe Photoshop, Illustrator, InDesign, After Effect, Final Cut Pro and the rest of the Adobe Creative Suite
- Demonstrated experience of graphic production from conceptualization to published/printed product with knowledge of printing processes. A request to submit portfolio work is required during the screening process.

Competencies and values:
- Commitment to UNDP Values and Guiding Principles
- Ability to deliver under tight deadlines
- Willingness to contribute and work as part of a team
- Flexible and open to learning and new experiences
- Respect for diversity and adaptability to other cultures and environments
- Previous experience as a volunteer and/or experience of graphic design (i.e. studies, volunteer work, internship) would be highly
• Professionalism: demonstrated understanding of operations relevant to UNDP; technical capabilities or knowledge relevant or transferrable to UNDP procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
• Integrity: demonstrate the values and ethical standards of the UN and UNDP in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization’s interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority;
• Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;
• Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
• Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;
• Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;
• Flexibility: adaptability and ability to live and work in potentially hazardous and remote conditions, involving physical hardship and little comfort; to operate independently in austere environments for protracted periods; willingness to travel within the area of operations and to transfer to other duty stations within the area of operations as necessary;
• Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards UNDP’s mission and vision, as well as to the UN Core Values.

c) Language skills
Fluency in spoken and written English is required;
Working knowledge of any other official UN language is an advantage.

Need Driving Licence
No

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$ 1,682. 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)

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- 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

USAR000112-9038

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 for to which you would like to apply.
Application deadline: 26-03-2021

doa.apply_url

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

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.