

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

USAR000122--Strategic Engagement and Communication 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

Country of Assignment	United States of America
Host Institute	United Nations Development Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	New York [USA]
Assignment Place	Family Duty Station

Assignment Place Remark

The [Multi-Partner Trust Fund Office](#) (MPTF Office) provides dedicated fund administration services when UNDP is appointed by the UN System to serve as the Administrative Agent (AA) for Multi-Donor Trust Funds (MDTFs) and Joint Programmes (JPs) using the pass-through modality. The Office provides focused support and service to UN Country Teams (UNCTs), national governments and donors in administering Trust Funds established for humanitarian, transition, reconstruction and development programmes and implemented by more than 40 UN system organisations.

The Global Team is an independent structure under the Global Fund for Coral Reef Executive Board and administratively hosted by the UN Multi Partner Trust Fund Office (MPTFO). While hosted within the MPTFO, the Global Team will work closely with relevant focal points of the Participating UN Organizations (UNDP, UNEP, UNCDF) and the Investment asset management team.

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.

UNDP will cover the cost of travel of the individual to the duty station, as well as their return to their home upon completion of their services. Travel costs are covered only in the event that the function will be undertaken physically in the duty station and excludes working from home arrangements.

Travel to GFCR priority countries might be required in order to performance the duties described above (post pandemic)

Assignment Details

Assignment Title Strategic Engagement and Communication Specialist

Organizational Context & Project Description

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Sustainable Development Goals 17. Partnerships For the Goals

Task description

The UNV Expert will report to the Head of the Fund Secretariat/Global Team. The UNV Expert will provide the following functions:

Strategic Engagement activities of the GFCR

- [Support Fundraising efforts with Private Foundations and Member States](#);
- Support the development of fundraising materials for Outreach;
- Research strategic engagement opportunities related to Marine Conservation and Blended Finance;
- Support event planning including managing communications and coordination with event organizers;

Implementation of the GFCR communications strategy:

- Design communication strategies, including media strategies;
- Lead on ensuring branding standards of the Fund are maintained;
- Develop a Detailed Annual Communication Workplan and Budget;
- Produce articles, press releases and stories on Fund results and any other developments and coordinate its dissemination through effective channels;
- Maintain the website of the Fund and the knowledge platform;
- Liaise and coordinate with partners on information opportunities, activities, approaches and platforms;

Design, administer, monitor and evaluate social media and creative content:

- Plan social media for the GFCR in coordination with that of founding partners, donors and implementers;
- Source, design, edit and post engaging, high-quality text, video, photo and graphics content across owned social media

channels;

- Collaborate with communications focal points in programme countries and across all GFCR partners to develop social media content;

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

The Global Team directly supports the GFCR Executive Board and manages the day-to-day management and operation of the Fund. The Global Team has management, technical, and operational expertise, and one of its primary roles is to develop the Fund investment plans and manage approval of project or programme proposals in accordance with financial decisions made by the GFCR Executive Board and in open collaboration with the Investment Window partners. The Global Team guarantees that successful innovative blended solutions are developed in accordance with agreed-upon objectives and criteria specified in the Terms of Reference and criteria specified in the Standard Operations Manual.

- 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

Master's Degree (or equivalent) in Communication, Public Administration, Law, International Relations and/or other relevant field.

Required experience 72 months

Experience Remark

At least 6 (six) years of relevant experience in programme management at the national or international level, including experience in Trust Fund management, innovative public/private partnership;

Excellent knowledge of social media and information technology;

Excellent communication and writing skills.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Resource mobilization, partnership and donor coordination Mandatory

Area of Expertise Requirement

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F. +49 (0) 228-815 2001

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

Leadership: Generates commitment, excitement and excellence in others.

- Actively shares knowledge

Communication and relationship management: Synthesizes information to communicate independent analysis

- Communicates ideas and positions with command and confidence
- Finds common ground to solve problems

Innovation: Adept with complex concepts and challenges convention purposefully

- Contributes to prototyping, piloting, and evaluating lessons / feedback

People Management: Models independent thinking and action

- Demonstrates behaviors of teamwork, collaboration, knowledge sharing, maintaining relationships

Delivery: Meets goals and quality criteria for delivery of products or services.

- Embraces complex challenges and opportunities for getting work done
- Ability to embrace challenges with minimal supervision
- Works to develop organizational awareness of UNDP's approach to client service delivery and integrity and accountability

Technical Abilities: Apply and Adapt

- Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise.

UN System:

In-depth and up-to-date **knowledge and understanding of the UN system** and the mandates of constituent agencies, including with UN corporate standards and language requirements.

Diserable skills:

Prior experience in fundraising with private and public donors
 Previous experience in Environmental, climate or Marine Conservation initiatives
 Knowledge of and previous experience in UNDP and/or another UN entity is desired

Need Driving Licence No

Competencies & Values

- Commitment to Continuous Learning
- Communication
- Planning and Organizing
- Professionalism
- Technological Awareness
- Working in Teams

Conditions of Service and other information

Condition of Service [Click here to view Conditions of Service](#)

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Conditions of Service for International Specialist:

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 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](#))

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;
- 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

USAR000122-9269

Application procedure

* Not yet registered in the UNV Talent Pool?

Please first register your profile at <https://vmam.unv.org/candidate/signup>.

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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: 27-04-2021

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/VVNBUjAwMDEyMg==>

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.