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>South Africa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>Joint United Nations Programme on HIV/AIDS</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>6 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>01-06-2021</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Johannesburg [ZAF]</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.

**Assignment Details**

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Communications Officer</th>
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**Organizational Context & Project Description**

The UNAIDS Regional Support Team for Eastern and Southern Africa (RST ESA) fulfils the following functions:
Provide leadership and coordinate support for an expanded UN system response to AIDS at regional and country levels.

Promote, support and provide guidance to countries, partners and the UN system in the region to Fast-Track HIV prevention, treatment, care and support and in the achievement of the goals of the Global AIDS Strategy.

Coordinate the development of strategic information and document the trends on the epidemic and the response as well as provide intellectual leadership on the status of the AIDS response in the region.

Provide managerial support and technical advice and guidance to UNAIDS regional and country offices.

This UNV assignment will support the RST ESA to achieve its communications objectives for a period of six months, bringing new ideas in the area that will promote the objectives of its programme through multiple channels such as online, social and traditional media platforms.

Sustainable Development Goals

10. Reduced Inequalities

Task description

Within the delegated authority and under the supervision of the Regional Operations Manager or his/her designated mandated representative(s), the UNV Communications Officer will fulfill the following duties and responsibilities:

- Supports the implementation of the regional communication strategy to keep AIDS high on the political agenda, by taking into consideration regional priorities and issues. This includes advocating for strengthened political will and mobilizing the media in the response to AIDS and supporting the UNAIDS mandate, objectives and priorities.
- Provide guidance and support to country offices for a communication assessment and analysis leading to the development and implementation of communication strategies based on national priorities and country contexts. This includes the training of communication staff, production and sharing of information materials and support for special events.
- Ensures that HIV is kept on the political agenda through media and communications support for the Regional Director’s high-level advocacy with government, civil society and other partners; visits by UNAIDS EXD, and/or other senior UNAIDS leadership; and support for high level meetings and conferences.
- Undertakes a range of internal writing assignments, including key messages and talking points for media engagement, media advisories, press releases, feature stories, presentations and acting as lead reviewer for UNAIDS publications at a country and regional level. Adapt and disseminate advocacy and information materials from Geneva, especially for key international days and campaigns.
- Maintains close collaboration with the news media through activities such as media interviews or engagements on key issues, provision information and press materials on the AIDS, sexual and reproductive health and rights, gender-based violence and COVID-19 epidemics in the ESA region and UNAIDS’s role therein.
- Manages UNAIDS RST ESA’s online and social media, including the RST ESA website, Twitter and Facebook accounts. This includes daily posts on social media and at least one story on UNAIDS global website and/or RST ESA website per week. Liaises with web designer to ensure RST ESA website’s look and feel is maintained and regularly updated.
- Participates actively in the regional inter-agency working group for the 2gether4SRHR programme and leads on UNAIDS-accountable activities in the 2gether4SRHR workplan.
- Performs other related duties as assigned.

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 UNAIDS RST team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNAIDS and its beneficiaries in the accomplishment of her/his functions, including:
- Ensure online and social media engagement of UNAIDS RST ESA is maintained during the contractual period.
- Coordinate with external suppliers the maintenance and update of the regional website.
- Support on the release of ongoing communication products during the contractual period considering the values and priorities of
Qualifications/Requirements

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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</table>

**Education - Additional Comments**

Advanced university degree at the Master’s level or equivalent in communication, public relations, journalism, public or business administration, social sciences, international relations.

**Required experience**

60 months

**Experience Remark**

A minimum of five years’ experience in communications, media relations, public relations or development field with governments, the United Nations System or other international bodies, including experience in project management, event management, coordination and/or facilitation of interagency working groups and partners’ meetings at national and international level.

**Language**

- English (Mandatory), Level - Fluent
- AND - French (Optional), Level - Working Knowledge

**Area of Expertise**

- Public information and reporting Mandatory

**Area of Expertise Requirement**

**Need Driving Licence**

No

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Communication
- Integrity
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

<table>
<thead>
<tr>
<th>Condition of Service</th>
<th>Click here to view Conditions of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>T. +49 (0) 228-815 2000</td>
<td>A. PO Box 200111, 53113 Bonn, Germany</td>
</tr>
<tr>
<td>F. +49 (0) 228-815 2001</td>
<td>W. <a href="http://www.unv.org">www.unv.org</a></td>
</tr>
</tbody>
</table>

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
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 ZAFR000060-9323

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 April 2021

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

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.