UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

ZWER000097—Communications Officer

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

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<tr>
<th>Country of Assignment: Zimbabwe</th>
<th>Host Institute: World Health Organization</th>
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<tr>
<td>Volunteer Category: National Specialist</td>
<td>Number of Volunteer: 1</td>
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<tr>
<td>Duration: 3 months</td>
<td>Expected Starting Date: Immediate</td>
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<td>Duty Station: Harare [ZWE]</td>
<td>Assignment Place: Family Duty Station</td>
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Living Conditions

The name Zimbabwe is derived from the Shona phrase, dzimba dzemabwe, meaning houses of stone or stone building which are symbolized by the Great Zimbabwe ruins near the present-day town of Masvingo. Zimbabwe is landlocked and situated in Southern Africa with a total land area of 390,757 square kilometres. It is bordered by Mozambique to the east, South Africa to the South, Botswana to the west and Zambia to the north and northwest. The country is divided into 10 administrative provinces and 62 districts. The capital city is Harare and other major cities include Bulawayo, Gweru, Kadoma, Kwekwe, Masvingo and Mutare. The population of Zimbabwe is estimated to be 13.061 million with 52% being female. The major ethnic groups are Shona and Ndebele.

There are two main seasons: The rainy/green season (November to May) and the dry season (June to October). There are usually many hours of sunshine every day (even during the rainy season), and the climate is generally warm and sunny.
temperature doesn’t feel as hot as it could, due to Zimbabwe’s high altitude and low humidity. Towns in the Eastern Highlands like Nyanga, Vumba and Mutare are usually cooler than the rest of the country. Towns in lower altitude areas like Victoria Falls, Beitbridge, Bulawayo and Kariba are warmer than the country average during the day, and cooler in the evenings. House of sunlight in Zimbabwe don’t change much during the year.

The usual precautions that should be taken in any city in the world apply here too such as being wary of thieves, pickpockets etc. avoiding certain shady areas. Medical Vaccinations should also be taken as directed by medical authorities.

**Assignment Details**

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<tr>
<th>Assignment Title</th>
<th>Communications Officer</th>
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<tr>
<td>Organizational Context &amp; Project Description</td>
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WHO is the directing and coordinating agency for health within the United Nations System and operates at three levels: global, regional and country. The WHO Regional Office for Africa (AFRO), in collaboration with Inter-country Support Teams, provides technical assistance, guidance and coordination to, and for 46 countries in the African region. AFRO fosters synergies with international partners and global and regional health initiatives.

WHO Country Office in Zimbabwe is committed to providing leadership on matters critical to health and engaging in partnerships with relevant donors and institutions, and contributes to improve the health status of Zimbabweans.

As the lead UN agency for health, WHO Zimbabwe works closely with Ministry of Health and Child Care to address communicable diseases, non-communicable diseases, maternal, new-born, child and adolescent health, health systems strengthening, Health Security and emergencies as well as Health Promotion. WHO also works closely with other UN agencies to provide public health expertise to support the country to prevent and control diseases and build the capacity of the national government to improve the health of the Senegalese people.

Advocacy and Communication is a supportive function to programme and the Representative office. In addition to increasing organizational visibility and contributing to strengthening partnerships, the portfolio will significantly contribute to developing communication strategies and tools for programmes. This will include address modifiable risk factors contributing to non-communicable diseases as well as social mobilization and community engagement to increase awareness and knowledge other diseases.

In addition, during the functional review of WHO Office in Zimbabwe, it was recommended to recruit a new UNV Specialist in Communication in order to strengthen the capacity in communication and resource mobilization.
This is achieved essentially through provision of technical support and strengthening institutional capacity; stimulating the generation, translation and dissemination of valuable knowledge, monitoring the health situation and assessing health trends in close collaboration with UN Agencies and partners.

**Sustainable Development Goals**

3. Good Health and Well-being

**Task description**

Under the direct supervision of the WHO Representative, the UN Volunteer will undertake the following tasks:

- Act as focal point to develop a high profile multi-media communications campaign and support the production of public information, advocacy and communication materials, such as, but not limited to, press releases, feature articles, notes for the media, talking points, background papers, briefings, speeches, questions and answers, presentations, publication forewords, newsletters, specifically related to CDS communication and WHO events, for use by print and electronic media, including traditional and social media.

- Contribute to the planning and conduct of press conferences, seminars, media interviews and other events including the coordination of media enquiries to ensure they are directed to the appropriate WHO spokesperson;

- In line with work plans, prepare relevant information for placement on the Zimbabwe and AFRO website and intranet, reviewing and updating information as the situation requires;

- To proactively network within the Zimbabwe Country office (WCO) to keep abreast of success stories, human interest stories, upcoming events and other potentially significant occasions;

- Contribute to the writing of WCO media reports as directed, and coordinate with the central communications unit in HQ, as required;

- Collaborate closely with the Communications Unit and contribute to the development of institutional communications strategies;

- To proactively engage in and advise on activities that will create visibility for the organization

- Perform other related responsibilities as assigned, including replacing and backstopping for others as required.

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**

At the end of the assignment, it is expected that the UNV will have conceptualised, designed and
executed a communications and public information strategy for the WCO to support the work of the
programmes and to promote critical information and intelligence sharing from reliable sources of
information throughout the WCO, Regional Offices and ISTs.

- 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**

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<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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<tr>
<td>Education - Additional Comments</td>
<td>University Degree in journalism, Communications, International Relations, Advertising/Public Relations, Marketing, or Political or Social Science</td>
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<td><strong>Desirable:</strong> Specialized studies or advanced degree in public health</td>
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<tr>
<th>Required experience</th>
<th>36 months</th>
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<tr>
<td>Experience Remark</td>
<td><strong>Desirable:</strong> Experience in planning, implementing and evaluating information and communications on developmental issues in the UN context.</td>
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Proficient in Microsoft Office: Word, Excel and presentation software (Powerpoint)

Excellent planning and organizational skills, with attention to detail and with the ability to multi-task and
work under pressure. Diplomacy, courtesy and ability to work in a multi-cultural team.

**Language**

- English (Mandatory), Level - Fluent

**Area of Expertise**

- Public information and reporting Mandatory
- Journalism, mass media and broadcasting Optional
Other communications related experience Mandatory

Area of Expertise Requirement

Need Driving Licence  No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

Conditions of Service and other information

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.

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

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.

Application Code ZWER000097-6680

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 to which you would like to apply.

Application deadline: 30 March 2020

doa.apply_url https://vmam.unv.org/candidate/show-doa/WldFUjAwMDA5Nw==

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.