

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CPVR000011--National UN Volunteer Communication Analyst

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	Cape Verde
Host Institute	United Nations Development Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	Until 30-08-2019
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Praia [CPV]
Assignment Place	Family Duty Station

Assignment Place Remark

National UN Volunteer "Communication Analyst"

Living Conditions

The assignment will take place in Praia. The assignment will take place in the capital, Praia, a family duty station (Hardship Classification category B). The living conditions in Praia are good, as well as the access to health services. The level of tropical diseases is very low. There are currently no required vaccines at the entrance to Cape Verde, unless one comes from West Africa. However, immunization against yellow fever, tetanus and polio, as well as hepatitis A, is recommended.

Cabo Verde has social and political stability since independence, and there are no major security issues.

Cabo Verde is located on GMT -1. Due to its geographical location, in front of the Sahel Belt, Cabo Verde has an arid and semi-arid, hot and dry climate with scarce rainfall and an average annual temperature of 25°C (77°F). The rainy season usually starts in mid-July and ends in late October.

The total population of Cabo Verde is about 491.875 (Census 2010). Roughly one quarter of the population lives in the capital, Praia. Portuguese is the official language of the country, but informal conversations are held in Crioulo caboverdiano. French is the official language of the UN Office in Cape Verde.

The currency used in Cabo Verde is called: Escudo Caboverdiano (1 EUR = 110 CVE). The Cabo Verdean escudo is not changed in several countries. Cabo Verde holds high prices for housing, food and fuel, for the country imports approximately 80% of food needs and consumer goods. International credit cards (VISA) are accepted in some shops, hotels and restaurants. It is also possible to withdraw money with an international card in some banks/ ATM.

Housing conditions in Praia may vary greatly. It is possible to rent fully furnished apartments / houses in safe areas from 400€ to 1000€, and unfurnished apartments from 250€ and 500€. UN Volunteers can also co-rent and share private accommodations, which must comply with Minimum Operating Residential Security Standards (MORSS). The country faces serious difficulties in meeting the growing demand for water and electricity, and water and electricity shortages may occur. Cape Verde benefits from an effective telephone system, cellular service and regular Internet access.

Meals at restaurants near the UN Office cost between 2,5€ and 15€.

Portuguese public TV and radio for Africa and Radio France Internationale are relayed across Cape Verde. There is an active press and local newspapers are also available online.

A valid passport and visa are required to enter Cape Verde. The visa (valid for 6 months maximum) can be obtained in your country of origin at the Embassy or Consulate of Cape Verde or directly at the airport in Praia (valid for 3 months) upon arrival.

The UNV Field Unit will book temporary accommodation for the first nights at UN Volunteer expenses, which can be extended or not at UN Volunteer discretion until getting a permanent accommodation.

Assignment Details

Assignment Title

National UN Volunteer Communication Analyst

Organizational Context & Project Description

Cabo Verde became the first pilot joint office of the Ex-Com agencies (UNDP, UNICEF, UNFPA and WFP) on 1 January 2006, and is now officially known as the Joint Office of the UNDP, UNFPA and UNICEF in Cabo Verde. This is a major step of UN reform towards the harmonization and simplification of UN activities in small countries. A joint office: is a single UN office of the participating agencies; is led by one representative, who equally represents all the participating agencies and is also RC; implements one common country program encompassing the activities of all participating agencies; and is supported by one operations system. The office is run under a "support agency" arrangement, whereby the business processes of one agency are used. In the case of Cabo Verde, UNDP is the support agency. Additionally and importantly, Cabo Verde became part of the group of Delivering as One countries in 2007, and a One UN Programme, counting on the participation of 21 UN Agencies, Funds and Programmes, was launched in 2008. The new UNDAF 2018/2022 cycle just began, and is aligned with the 2030 Agenda and the SDG and as well the the National Strategy for Sustainable Development. The JO have an important contribution to the results accomplishment and the communication has a key role in the context of program implementation.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

UNV Focus Area

Securing access to basic social services

Task description

Under the guidance and direct supervision of the Communication Analyst of the UN RC and Joint Office of UNDP, UNFPA and UNICEF, the UNV Communication Analyst supports the formulation and implementation of the communications and advocacy strategies to increase the standing and awareness of Joint Office with partners, media and general public. The UNV Communications Analyst should promote a client-oriented approach in UN.

The UNV Communication Analyst works in close collaboration with the Communication Analyst in CO, to support the formulation and implementation of internal and external communications and advocacy strategies, supports business development focusing on achievement of the Joint Office of UNDP, UNFPA and UNICEF country office program results in the context of the UNDAF and CPD. The UNV Communication analyst will support the design and maintenance of the CO web site and online communication tool such as facebook, flicker, tweeter, youtube and other, based on corporate requirements in cooperation with the ICT staff.

The national UN Volunteer will undertake the following tasks:

- Support the preparation and conduct of communications needs assessments for CO (projects, country programme and corporate change initiatives, etc)

- Support the development and implementation of JO communication strategy

- Support the development the materials for marketing and awareness-raising campaigns, including briefing materials and press releases in coordination with the supervisor.

- Support organization of roundtable discussions, press conferences, briefing sessions, interviews.

- Support review of reference materials, identification of reference materials for retention.

- Maintenance of information database and photo library and acting as UN official photograph.

- Support organization and implementation of joint UN information campaigns

- Support management of web and social media channel

- Provides support to the elaboration and implementation of the CO publications strategy and plan focusing on the achievement of the following results:

 - Provision of inputs and information for elaboration of CO publications strategy and plan based on the corporate publications policy.

 - Identification of storylines for publications and articles contributing to debates on key development issues.

 - Technical supervision of translation/adaptation/rewriting of information received, printing and dissemination of publications and audio-visual materials.

 - Contact with printers and other suppliers to ensure production.

 - Support to ensures the design and maintenance of the CO web site, intranet, management system focusing on achievement of the following results:

 - Assistance in the design and maintenance of the office web sites based on corporate requirements in cooperation with the ICT staff.

 - Support the preparation/checking the content for the web sites to ensure consistency of the materials.

 - Support the design and maintenance of the online communication tool such as Facebook, flicker, tweeter, Youtube and other, based on corporate requirements in cooperation with the ICT staff.

 - Collaborate with different programmes through activities such as organizing project site visits, defining communication products/materials, facilitating photo coverage and TV footage and utilizing both web-based and traditional media as appropriate.

 - Monitor and evaluate the use and effectiveness of media materials and share results and findings

 - On the C4D approach, contribute to ensure or enhance the quality, consistency and appropriateness of country-specific communication materials, activities, processes and messages shared with partners.

 - Support C4D communication strategy and plan of action strategically developed and formulated, and the implementation effectively managed, facilitated and executed for social and behavioural change in support of efficient and effective programme delivery.

 - Culturally relevant programme communication materials designed, pre-tested, and produced timely, meeting requirements and quality standards.

 - Support develop a strong partnerships with community groups, leaders and other partners in the community and civil society and enhanced for promotion of participation in social and behavioural changes supportive of programme goals.

 - Support organize effective training materials and activities, and it development and implementation o build capacity in participatory and behaviour communication at various government levels.

 - Technical support effectively provided with government counterparts in the development and effective use of communication for social development.

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 IVD);
- 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.

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- 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.

Results/Expected Outputs

The results of the work of will be mainly in the impacts on the communication activities and visibility of the UN and Joint Office work and program implementation, results and mandate reinforced and a national level and worldwide.

A final statement of achievements towards volunteerism for development during your 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

Education: University degree or equivalent in Communication or Social Sciences

Required experience 24 months

Experience Remark

Experience: 2-3 years of relevant experience at the national level in providing communication packages to promote the activities of national or international development organization..

Language Skills

- Portuguese (Mandatory) , Level - Fluent
- AND - English (Mandatory) , Level - Fluent
- And One of these - French (Optional) , Level - Fluent

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W. www.unv.org

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

Area of Expertise

- Web and graphic design Mandatory
- Other communications related experience Optional

Area of Expertise Requirement

Experience at the national level in providing communication packages to promote the activities of national or international development organization..

Experience in the usage of computers and office software packages (MS Word, Excel, Adobe, Photoshop, Indesign, macromedia, Dreamweaver, publisher, web editor, CMS, etc.). Experience in handling of web-based management systems. Strong knowledge on web and social media management

Need Driving Licence

No

Conditions of Service and other information

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

Application Code

CPVR000011-2846

Application procedure**Disclaimer**

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are

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committed to achieving diversity in terms of gender, nationality and culture.

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