



UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Preamble:

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, UNV 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, UNV 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 UNV volunteers even more rewarding and productive.

- 1. UNV Assignment Title:** **Communication Associate**
- 2. Type of Assignment :** **National UN Volunteer**
- 3. Project Title:** **Support Communication and public information in the Joint Office of UNDP, UNFPA and UNICEF in the context of the One UN Program**
- 4. Duration:** **12 months**
- 5. Location, Country:** **Praia – Cabo Verde**
- 6. Expected Starting Date:** **as soon as possible**

7. Brief Project Description: Under the guidance and direct supervision of the Communication Analyst, the Communication Associate supports the formulation and implementation of the communications and advocacy strategies to increase the standing and awareness of UN with partners, the media and the public. The Communications Associate promotes a client-oriented approach in UN.

The Communications Associate works in close collaboration with the Communication Analyst 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. She or he will support the development, management, networking, implementation and monitoring of the advocacy and communication strategy, as well as associated products/activities on on-going basis with public audiences, aiming at promoting awareness, understanding, support and respect for UN principles and UNDP, UNFPA and UNICEF's mission and priorities. In addition, she or he will also contribute to ensure or enhance the quality, appropriateness of country specific communication materials, activities, processes and messages transmitted to the press, partners and public.

8. Host Agency/Host Institute: **UN Office of Funds and Programs - Coherence Unit**

9. Organizational Context: Cape 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 8 Delivering as One pilot countries in 2007, and a One UN Programme, counting on the participation of 18 UN Agencies, Funds and Programmes.



10. Type of Assignment Place: assignment with family

11. Description of Duties:

Under the direct supervision of Communication Analyst, the 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 of communication 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 photographer.
- Support organization and implementation of joint UN information campaigns (UN Day, World AIDS Day, etc.)
- 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
- Contribute to ensure or enhance the quality, consistency and appropriateness of country-specific communication materials, activities, processes and messages shared with partners.

Furthermore, UN Volunteers are encouraged 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;
- Support to UNV communication initiatives including online communication
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
- 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.
- Participate as a member in the UNCG (United Nation Communications Group)



12. Results/Expected Output:

- The results of the work of will be mainly in the impacts on the communication activities and visibility of the Joint Office and whole UN work and program implementation, results and mandate reinforced and a national level and worldwide.
- In coordination and supervision of the UN Communication Analyst, develop, designs, manage and facilitates the implementation of communication policy, strategy and plans of action aiming at general public and service providers through communication tools and products aiming to promote behaviour development/change at individual/household levels; increased community participation in development programmes for positive social change on mains areas of JO intervention such as climate change, disaster reduction, social protection and child protection, health and reproductive health; youth, youth employment, governance and citizens participation, population issues.
- 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.

13. Qualifications/Requirements:

- Education: University degree or equivalent desirable
- 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.
- Experience in the usage of computers and office software packages (MS Word, Excel, Adobe, Photoshop, Indesign, macromedia, Dreamweaver, publisher, web editor, CMS, video editor, etc.). Experience in handling of web-based management systems.
- Language Requirements: Portuguese and English and/or French. Knowledge of both English and French will be an asset.

14. Living Conditions:

The assignment will take place in Praia.

15. Conditions of Service

A 12 month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to **88,194,ECV** settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

Description of Assignment prepared by the:

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Date: 18/05/2016

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Date: 18/05/2016

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