



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, 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

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| Assignment title: | Communications and Advocacy Assistant |
| UN Host Entity: | UNRCO |
| Country of assignment: | Mongolia |
| Duty station: | Ulaanbaatar |
| Family / non-family duty station: | Family Duty Station |
| Volunteer category: | International UN University Volunteer |
| Duration: | 5 months |
| Expected starting date: | 20 September 2022 |
| Sustainable Development Goal: | 17. Partnerships for the Goals |

Details

Organization mission and objectives

The Resident Coordinator system ensures the coordination of all organizations of the United Nations dealing with operational activities for development at the country level, regardless of the nature of their presence in the country. It encompasses the UN Resident Coordinator, the UN Country Team and Resident Coordinator's Office and is served by the UN Development Coordination Office.

The Resident Coordinator Office (RCO) in Mongolia coordinates operational activities for development in the country, focused on advancing sustainable development, leaving no one behind, and fostering cooperation, enhancing coordination and strengthening partnerships to support attainment of Mongolia's Sustainable Development Vision 2030. More: <https://mongolia.un.org>

Assignment context

A part of coordination mandate of the RCO is to support effective joint communication and advocacy efforts by the UN Country Team in Mongolia. UN Communications Group (UNCG) is mandated to harmonize UN communications and advocacy activities at the country level to communicate as ONE UN Mongolia. In this context, the UN Volunteer on Communications and Advocacy will support UNRCO Mongolia in better and effective coordination and implementation of UN Mongolia's joint public information and communications activities at the country level.

Task description

Major tasks for the UN Volunteer in Communications will include but not limited to public information, advocacy and media campaigns, and promoting coherent messaging. This UNV on Communications and Advocacy will be assisting the UNRCO Communications and Advocacy Officer and the UN Mongolia Communications Group (UNCG) by hands-on support on identifying new and creative ways to show how UN programmes are delivering results (emphasizing inter-agency collaboration) in the country. The UNCG, comprised of communications focal points from all UN entities operating in the country, is responsible for supporting the UN Country team in strategic communications, advocacy for key development issues and social change, as well as amplifying UN global communications priorities and mobilize broader support for development matters among the public.

Under the direct supervision of UNRCO's Communications and Advocacy Officer (CAO), the UN University Volunteer will undertake the following tasks:

- Support RCO in organizing advocacy campaigns and events on promoting SDGs and youth engagement.
- Support the Communications officer and UNCG in audio visual digital communications including graphic design, creation of video and audio contents.
- Assist in the creation of original contents for social media platforms such as Instagram, Facebook and Twitter.

- Monitor and analyze statistics related to social media contents and engagement
- Assists with other projects 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;
- 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.

Requirements

Required education level: Secondary Education

Minimum experience 0 years

Area(s) of expertise: Currently studying towards a degree in journalism, media and communications, digital communications and public relations, or other relevant field.

Skills and experience description

- Demonstrated interest and/or experience in:
 - Media and public relations, and communications and advocacy;
 - Digital & social media communications
 - Skills in graphic design programs including Adobe Creative Suite (Illustrator, InDesign, Photoshop and Premier Pro) and knowledge of video and audio editing software.
 - Writing and proofing skills in English are also required
 - Excellent communication skills (written and verbal) and administrative skills
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;

Language skills

English mandatory optional
 basic fair working knowledge fluent mother tongue

Competencies and Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- Working in Teams

Driving license needed: **No**

Living conditions

Mongolia is a thriving middle-income country. It is considered safe for foreigners to live and travel. Ulaanbaatar, where the UNV will be expected to work mostly, is the largest city in Mongolia, standing as its political, commercial, industrial and cultural hub. It is a considered safe city except some recorded petty thefts and some street

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harassment towards foreign nationals. Environmentally, Ulaanbaatar experiences heavy air pollution that is hazardous to human health due to the burning of coals to heat the houses in the suburbs of the city.

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