

DESCRIPTION OF ASSIGNMENT

The following points need to be taken into consideration by UN Host Entities:

- Interviews must be concluded, and interview reports be shared with UNV within two weeks after receiving the shortlisted candidates.
- Assignments must be suitable for students or recent graduates with no or very little experience and allow for professional development and growth.
- UN University Volunteers have no or very little experience and require induction, mentoring and coaching. A workplan must be set up within the first weeks of the assignment.
- The UN Host Entity will have to commit to cover the costs related to the office space, computer, email account as well as field missions.

Resources for UN Host Entities:

- Creating an attractive Description of Assignment: <https://toolkit.unv.org/recruitment/create-description-of-assignment>
- UN Host Entity toolkit: <https://toolkit.unv.org>

Template for UN University Volunteer assignments funded by Japan (KGU)

Assignment title: Communication & Knowledge Management Assistant
UN Host Entity: UNCDF

Country of assignment: Ghana

Duty station: Accra

Family / non-family duty station: Family Duty Station

Volunteer category: International UN University Volunteer

Duration: 5 months

Possibility of extension: No

Expected starting date: 20 September 2025

Sustainable Development Goal: 8. Decent Work and Economy Growth

Visa process:

Visit <https://tokyo.mfa.gov.gh/visaapplication.aspx> (two (2) working days to process the visa application, except for expedited request. You must ensure that you submit all the required

documents. Submitting incomplete application may delay the processing of the application or, in some cases, result in its rejection).

Organization mission and objectives

General Assembly Resolution 2186 (XXI) decided to “bring into operations the United Nations Capital Development Fund as an organ of the General Assembly which shall function as an autonomous organization of the United Nations. The UN Capital Development Fund (UNCDF) assists developing countries, especially least developing countries, in the development of their economies by supplementing existing sources of capital assistance by means of grants, loans, and guarantees. UNCDFs vision is to help mobilize and catalyse an increase of capital flows for SDG impactful investments to Member States to address the most pressing development challenges facing vulnerable communities in these countries and thereby contribute to sustainable economic growth and equitable prosperity.

UNCDF utilizes its unique capability in the UN system to deploy grants, loans, performance-based payments, and guarantees to crowd-in finance for the scaling of development impact. UNCDF focuses on where the needs are greatest, a deliberate focus and capability rooted in UNCDF’s unique investment mandate to support the achievement of the 2030 Agenda for Sustainable Development and the realization of the Doha Programme of Action for the least developed countries, 2022–2031.

As per its Strategic Framework, UNCDF works to deploy its functions as a hybrid development organization and development finance institution. UNCDF responds to Member States requests for assistance by providing targeted technical and financial advisory services on investments for development outcomes, designing bespoke financial structuring solutions, undertaking financial derisking of investments, and enhancing investment readiness of SDG aligned projects in partnership with private sector, UNOs, International and Local Finance Institutions, Development Finance Institutions as well as Foundations and Philanthropy, among others. UNCDF works to develop local financial systems, new markets and mobilize and crowd in capital from public and private sources. UNCDF is driven by a partnership mindset which enables it to deploy its different capital capabilities in highly tailored and responsive ways in order to mobilize investments flows from other sources, in particular from the private sector. By structuring transactions which are highly impactful but also recognize the need for multiplying the impact of its own capital, UNCDF seeks to position itself as a preferred partner for different stakeholders. UNCDF’s work is focused on six priority areas, including:

- **Sub-national and local infrastructure financing**

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We are inspiration in action

- Women owned enterprise financing
- Nature and climate financing
- Energy and decarbonization finance
- Sustainable food systems financing
- Inclusive digital finance

Following a recent restructuring, UNCDF's organizational set up includes an Investment and Implementation Division (IID), Investment and Finance Oversight Division (IFOD), Operations and Oversight Division (OOD) and a Directorate of the Executive Office. UNCDF staff and personnel are located in regional hubs based in Dakar (Senegal), Nairobi (Kenya) and Bangkok (Thailand) with sub-regional presence in a number of locations in the Caribbean and Pacific Regions. UNCDF is led by an Executive Secretary based out of New York. Pursuant to General Assembly resolution 2321 (XXII, para 1.a), the Administrator of the UNDP performs the function of the Managing Director of UNCDF. UNCDF is overseen by the Executive Board of United Nations Development Programme (UNDP), United Nations Population Fund (UNFPA) and the United Nations Office for Project Services (UNOPS) and performs the function of the Executive Board of UNCDF.

Assignment context

UNCDF Ghana is managing a portfolio of projects on climate finance as well as digital skills and digital finance for youth entrepreneurship and employment. As example, active projects in pipeline include **EU-Ghana Pact 4 Skills**, funded by the European Union Delegation to Ghana and aimed at supporting tertiary education to better transition students into the job market, mainly in green and digital sector; **Digital Joint Programme for MSME** in partnership with UNDP, UNCTAD and under the leadership of the RCO aims at supporting the financial ecosystem in providing tailored financial services to MSMEs.

To this end, **communication and knowledge management** become crucial as a cross-cutting functions to build on results achieved, align with UNCDF mandate and communicate them to a variety of stakeholders to finally increase UNCDF positioning within the country and increase new funding opportunities.

Task description

Under the direct supervision of Technical Specialist and in close collaboration with the team in-country, the UN Volunteer will undertake the following tasks:

Content creation and management

- Apply knowledge of process and branding to successfully execute and complete various types of communications materials (offline web pages, online event information and booking pages, brochures, catalogues, training documents, newsletters, fact-sheets, PowerPoint presentations, briefs, and any other business development material)
- Support in creation of visual assets with project information to better communicate project's ambitions
- Contribution to different communication materials according to the targeted stakeholders
- Support UNCDF grantees and investees to showcase project's achievements to communicate the benefits to wider public
- Maintain archive of presentations, flyers, country, and sector profiles, including standard file structure, sharing best products, knowledge, and expertise.

Event planning and execution

- Support to team members in planning and execution of visibility events
- Co-led end to end media coverage and KM production

Advocacy and outreach

- Contribute to exercise such as stakeholder mapping in line with UNCDF mandate and maintain archive of KM products according to main UNCDF clients
- Support the development of visual assets to better communicate UNCDF mandate and visions as well as track record in-country
- Generate designs from concept stage to final delivery and actively contributing to the creative process
- Monitor relevant media platforms and contribute to UNCDF presence and visibility

Will mission travel be required? Yes X No

Requirements

Education: Secondary Education. Currently Studying towards a degree in international Studies, Business Administration, Political Sciences, Marketing, Communication or similar fields

Relevant experience: 0

Skills and experience:

Demonstrated interest in:

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We are inspiration in action

- International development and development finance
- Development countries
- High quality communication images using graphic design
- Visual messaging and informational graphics

Skills in:

- Communication
- Writing and analytical
- Creative mindset
- Excellent use of MS office and other design software as relevant

Area(s) of expertise

<input type="checkbox"/> Administration <input type="checkbox"/> Agriculture <input type="checkbox"/> Architecture and settlements <input type="checkbox"/> Arts and design <input type="checkbox"/> Business management <input checked="" type="checkbox"/> Communication <input checked="" type="checkbox"/> Community development <input type="checkbox"/> Crisis and emergency response <input checked="" type="checkbox"/> Development programmes <input checked="" type="checkbox"/> Economics and finance <input type="checkbox"/> Education <input type="checkbox"/> Elections and governance <input type="checkbox"/> Energy and environment <input type="checkbox"/> Engineering and construction <input type="checkbox"/> Facility management	<input type="checkbox"/> Health <input type="checkbox"/> Human resources <input type="checkbox"/> Information technology <input type="checkbox"/> Legal affairs <input type="checkbox"/> Logistics and inventory <input type="checkbox"/> Manual labour and skilled trades <input type="checkbox"/> Natural and life sciences <input type="checkbox"/> Procurement and contracting <input type="checkbox"/> Product safety <input type="checkbox"/> Security and protection <input type="checkbox"/> Social work <input type="checkbox"/> Translation and interpretation <input type="checkbox"/> Transport <input type="checkbox"/> Volunteer management
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Language skills

English:

- working knowledge ☐ fluent ☒
- mandatory ☒ desired ☐

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

Living conditions

The country Ghana is peaceful with a lower middle-income status. The security situation in Ghana is calm and is classified by the UN as a family duty station. The UNV is expected to be based in Accra with potential field missions across the target MMDAs. Amenities and facilities such as hospitals, running water, electricity are adequately available in the target Regional Capitals where the UNVs are expected to reside.