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 Associate Volunteer assignments funded by Japan (KGU)

Assignment title: Communications and Reporting Associate
[please select a **functional title** corresponding to an **entry level position requiring no or little experience, e.g. associate, analyst, assistant, junior officer etc.**]

UN Host Entity: WFP

Country of assignment: Fiji

Duty station: Suva [only A,B or C duty stations are eligible]

Family / non-family duty station: Family Duty Station

Volunteer category: International UN Associate Volunteer

Duration: 5 months

Possibility of extension: No

Expected starting date: 20 September 2025 [Contracts must start between 20 and 30 of September 2025]

Sustainable Development Goal: 17. Partnerships for the Goals

Visa process: [Brief description of the visa process for UN Volunteers and the steps involved, including timeline]

In General, to obtain a Fiji Visa,

1. There are countries that are exempted from obtaining a Visa but will need to apply for work permit online.
2. Countries that are required to obtain a visa, they will need to apply for a business visa online and once approved, they will need to apply for a work permit.

Duration of Visa application – 14 days processing after payment has been done online
Duration of Work Permit application – 21 days processing after payment has been done online

3. Japan is exempted from obtaining a Visa, so a work permit is needed only for a Japan National.

Organization mission and objectives

WFP Pacific Multi-Country Office (PMCO) is committed to protecting the vulnerable people across the Pacific by supporting nationally led programmes that strengthen resilience, support food security and nutrition, and reduce the impact of shocks. Standing by the side of governments and partners, we will provide expertise, technical assistance, and inclusive, locally driven solutions that promote climate action and national ownerships. Through timely, evidence-driven support, we will continue to support people of the Pacific and their governments to be better prepared for and withstand emergencies. WFP PMCO will always ensure that those most at risk remain at the heart of every action.

Assignment context [Kindly insert a brief description of the assignment context / background, project / activities that the UN Volunteer will support, **about 1.000 characters**]

The position is based in Suva, Fiji and reports to the Partnerships, Communications, and Reporting Officer. At this level, the incumbent is responsible for supporting the effective implementation of various communication and reporting activities, requiring some interpretation of standard guidelines and practices. This includes assisting with reporting tasks, implementing general administrative procedures, and carrying out specialized communication processes that facilitate the creation of information and communication content aimed at maintaining and enhancing WFP's visibility and reputation.

Task description [Kindly provide an elaborate description of concrete tasks]

Under the direct supervision of the Partnerships, Communications and Reporting Officer, the UN Volunteer will undertake the following tasks:

1. Provide support to facilitate the planning, development, and execution of communication campaigns targeting specific audiences. Assist in creating communication materials for campaigns, social mobilization, and awareness initiatives, as well as contribute to other activities that implement the Country Office's communication strategy.
2. Provide administrative and coordination support to ensure smooth scheduling, preparation of materials, and venue arrangements, while assisting with clearances for events and multimedia projects such as video, photography, and radio. Follow up on required documentation for procurement processes, tenders, and field missions to ensure timely completion and compliance with established procedures.
3. Provide support in capturing photos, videos, and interviews from key audiences and prepare content (inspiring stories) for social media platforms, reports, and printed material, to enhance coverage and support WFP's activities, ensuring consistency with corporate messages and standards.
4. Assist in coordinating with relevant Units to collect relevant information and data required to draft activity reports, internal reports, and other corporate and donors' reports. Ensure that all reports comply with WFP guidelines and donors' requirements.
5. Contribute to research, collect, and regularly update a multimedia database with relevant photos, videos, case studies, and reference materials to support ongoing communication efforts.
6. Assist in collecting relevant information and data required for the preparation of activity reports, internal reports, situation reports, and other documents, in accordance with WFP requirements. Draft minutes and summaries of meetings and other relevant documents.
7. Assist in organizing and supporting internal and external events such as field visits, conferences, workshops, and information sessions. Contribute to WFP communication and donor visibility efforts by capturing photos and videos, gathering stories from beneficiaries, staff, and partners, and drafting content that highlights the impact of WFP operations.

[When describing the tasks, please note that the UN Associate Volunteer would be in supporting, learning roles. Wording such as "contributes to, supports, assists, participates in, as part of a team the youth volunteer will …." should be preferred.]

Will mission travel be required? Yes

Requirements

Education: [donor specific wording, please do not change] Secondary Education.
Currently Studying towards a degree in Communications, Journalism or in the related functional area [please specify the fields that would be most relevant]

[The KGU UN Associate Volunteer programme specifically targets students enrolled in a University with no or little experience]

Relevant experience: 0 [donor specific requirement, please do not change]

Skills and experience: [donor specific wording, please do not change]

Demonstrated interest in:

- Social media and content creation
- Drafting activity reports and communication documents

Skills in:

- Microsoft Office Suite: Word, PowerPoint, Excel, Publisher, etc.
- Software used for desktop publishing or editing (Photoshop, Premiere, Wochit, etc.) would be an asset.
- Excellent writing skills and ability to summarize information.

Area(s) of expertise [select all that apply]

☐ Administration	☐ Health
☐ Agriculture	☐ Human resources
☐ Architecture and settlements	☐ Information technology
☐ Arts and design	☐ Legal affairs
☐ Business management	☐ Logistics and inventory
☒ Communication	☐ Manual labour and skilled trades
☐ Community development	☐ Natural and life sciences
☐ Crisis and emergency response	☐ Procurement and contracting
☒ Development programmes	☐ Product safety
☐ Economics and finance	☐ Security and protection
☐ Education	☐ Social work
☐ Elections and governance	☐ Translation and interpretation
☐ Energy and environment	☐ Transport

☐ Engineering and construction ☐ Facility management	☐ Volunteer management

Language skills

[Please indicate, for each language, whether it is mandatory or optional and the required level].

English:
- ☐ working knowledge ☐ fluent ☒
- ☐ mandatory ☒ desired ☐

N/A [languages other than English should not be mandatory]
- ☐ working knowledge ☐
- ☐ desired ☐

Competencies and Values [please indicate all that apply]**:**

☒ 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 [This is mandatory information. Please complete providing at least one paragraph outlining relevant information on the living conditions in the country]

Suva is the capital city of the Fiji Islands (population estimated at 175,000 including the suburbs). Located on the south-eastern coast of the main island of Viti Levu, Suva is the administrative and political centre of the country. It is one of the South Pacific's largest and most sophisticated cities and home to many regional and international development organizations, including UN agencies, embassies and high commissions, the Pacific Island Form Secretariat etc.

Suva is a very multicultural city which is reflected by the different mosques, churches, temples and cultural centres. There are many restaurants, bars, coffee shops, nightclubs and even a large cinema complex where all the latest movies are shown. There is a wide variety of local goods available from the Handicraft Markets where you can find beautiful local crafts and wares. Internationally recognized brands can also be found at Tappoos and Prouds and a selection of other smaller stores.

It was developed in the late 1800's and retains much of the character of the colonial period. Its attractions include shopping, restaurants, nightclubs, markets, a recently renovated museum, and the nearby islands. You can enjoy a walk around the central city area, which will uncover numerous surprises. The Roman Catholic Cathedral is a Suva landmark and a leisurely stroll down Victoria Parade (the main avenue) will take you past an array of restaurants, clothing and bookstores as well as banks and airline offices.

Here you will see the blending of traditional, early 20th century South Pacific buildings juxtaposed with modern high-rise structures. Towards the end of the Parade are the Government Buildings, which open on to Albert Park and Thurston Gardens. A short bus or cab ride south toward Suva Point will take you to the architecturally striking Parliament Buildings. Suva has accommodation to suit business travellers' families and backpackers.

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Name of supervisor: Soneel Ram

Title, department: Partnerships, Communications and Reporting Officer

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