



UN YOUTH 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, 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.

1. **UNV Assignment Title:** Knowledge Management and Communications Support
2. **Type of Assignment:** International University UN Volunteer-
3. **UNV Programme Strategy:** Advocacy; Communication for Development; youth engagement
4. **Project Title:** UN Youth Volunteer Programme
4. **Duration:** 5 months
5. **Location, Country:** Dhaka, Bangladesh
6. **Expected Starting Date:** September 2014

7. Brief Project Description:

Over the past year, the United Nations Volunteers (UNV) programme has been engaging with the UN Inter-Agency Network on Youth Development (IANYD), youth-led networks, international volunteer sending organizations, national volunteering and civil society organizations (CSOs) and the private sector to develop and scale-up the youth volunteers programme. The overall aim of the programme is to empower youth and foster their participation and active citizenship through volunteering, which will positively impact young people as well as development and peace programmes.

8. **Host Agency/Host Institute:** UNV Field Unit/UNDP

9. Organizational Context:

The UNV office is located in UNDP in Bangladesh. Bangladesh is one of the largest country offices of UNDP in the region. UNV presence in the country has been steadily increasing over the recent years especially through contributions in the area of policy research, valuing volunteerism and also through the



mobilization of both national and international UN Volunteers. Through volunteerism and civic engagement, UNV contributes to the achievement of the Millennium Development Goals (MDGs).

UNV in Bangladesh consists of the Programme Officer and Programme Assistant. In development partnerships and networks, on a regular basis UNV Bangladesh works with the Ministry of Youth and Sports, Bangladesh Bureau of Statistics, various international Volunteer Sending Organizations as well as the UN system.

10. Type of Assignment Place: assignment without family

11. Description of tasks:

Under the **direct supervision** of the UNV Programme Officer in Bangladesh, the UN Volunteer for Knowledge Management and Communication Support will undertake the following tasks:

- Review the existing UNV website, develop a plan of action and update the Website;
- Undertake research analysis of the various social media networks and suggest for use several options that could be maintained by UNV Bangladesh;
- Assist in the design and implementation of various advocacy tools and materials to create visibility for UNV and its activities in the country;
- Actively engage with serving UN Volunteers to develop case studies, good practices on volunteerism to be disseminated;
- Undertake a project (i.e. video, photography, etc) that would highlight one or more working areas of the office;
- Assist in planning and implementing joint advocacy events focused on youth and volunteerism;
- Assist in the developing of a local volunteer network to support communications and advocacy activities;
- Assist in performing related tasks.

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;
- 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 UNV 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.

12. Results/Expected Output:

- Website updated
- Advocacy and communication materials developed;

United Nations Volunteers

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UN Volunteers is administered by the United Nations Development Programme (UNDP)



- UNV Bangladesh is on at least 2 social media networks;
- A combination of case studies/stories from the field with the support of UN Volunteers has been developed for global and location networks;
- Support provided for event organization and management;
- 1 video or slide show developed;
- Networks established with volunteer sending and involving organisations.

13. Qualifications/Requirements:

- Current enrolment in a university degree programme in the area of communications, public relations, graphic design, development or related field;
- Past volunteer experience is an asset;
- Knowledge & experience in website design and development;
- Computer skills ie: use of coding languages such as HTML, CSS, CMS, Word, Excel, PowerPoint, social media, and others etc.;
- Knowledge in graphic design and editing;
- Fluency in oral and written English;
- Flexibility and adaptability is an asset

14. Living Conditions:

Dhaka is the center of political, cultural and economic life in Bangladesh. Although its urban infrastructure is the most developed in the country, Dhaka suffers from urban problems such as pollution and overpopulation. In recent decades, Dhaka has seen modernization of transport, communications and public works. The city is attracting large foreign investments and greater volumes of commerce and trade. It is also experiencing an increasing influx of people from across the nation, this has reportedly made Dhaka one of the fastest growing cities in the world.

Description of Assignment prepared by the Project Manager/UN Agency:

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UNV Bangladesh
Date: 11/02/2014

Description of Assignment approved by UNDP/RR/CD or UNV Country Office Teams/Support Office:

(please indicate name and function)

Date: (day/month/year)