



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, 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.

1. **UNV Assignment Title:** **UNV Youth Volunteer in Communications**
2. **Type of Assignment:** **University Student Volunteer**
3. **Project Title:** **UNV Administration with a focus on Communications and Knowledge Management**
4. **Duration:** **5 months**
5. **Location, Country:** **Apia, Samoa**
6. **Expected Starting Date:** **September 2014**

7. Brief Project Description:

The UNV Field Unit (Field Unit) Samoa is based in the UN Multi-Country Office (MCO) in Apia. The MCO provides coordination and capacity building services to four (4) Pacific Island Countries (PICs): Cook Islands, Niue, Samoa and Tokelau, aiming to reach the MDGs in 2015. The UNV FU plays an important role in the Pacific and is full member of the UNCT (Country Team). The UNV FU offers facilitation, support and coordination to UN agencies and governments as well as basic service deliveries in the region. UNV FU, therefore, is recognised as technical cooperation agency in the PICs at various levels. UNV FU Samoa has not had a Programme Assistant who takes administering duties due to its small number of UN Volunteers within the serving countries. A sole Programme Officer has undertaken both programming and administrative tasks, and it has been always a challenge. UNV FU Samoa is in urgent need for a Communications and Knowledge Management Officer, whose work is to support the Programme Officer in the aspects of communications including social media and IVD (International Volunteer Day) event preparation.

8. Host Agency/Host Institute: UNV FU Samoa Multi-Country Office (MCO)

United Nations Volunteers

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9. Organisational Context

The Communications and Knowledge Management Officer will work under the overall supervision of the UNV Programme Officer.

10. Type of Assignment Place: Assignment without Family

11. Description of tasks:

Under the direct supervision of UNV PO the Communications and Knowledge Management Officer will undertake the following tasks:

- Assist the UNV PO in its day-to-day administration work;
- Review the existing UNV websites, develop a plan of action and implement this;
- Assist in the design and implementation of various narrative and graphical advocacy materials such as UNV leaflet in English and Samoan, utilising Online Volunteering service;
- Assist UNV PO in collecting My World survey in villages targeting at youth;
- Actively engage with serving UN Volunteers to develop case studies, draw 'lessons learnt' and 'good practice' of volunteerism to strengthen volunteer preparations and management;
- Follow up on the existing research on volunteerism, its actors systems, its support to and field of activities in Samoa;
- Develop a cost benefit analysis of the various social media networks and suggest several options that could be maintained by UNV FU Samoa MCO;
- Identify opportunities for UNV advocacy for outstanding and emerging challenges, and identify opportunities where UNV can present itself;
- Establish contact with local and regional media and maintain a network with relevant journalist to involve UNV in their documentation;
- Assist in organising (planning and implementing) IVD event 2014;

Furthermore, UN Volunteers are encouraged to:

- Strengthen her/his knowledge and understanding of the concept of volunteerism in the country of assignment and the Pacific region by reading relevant UNV, UN 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.; and
- 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:

- Day-to-day administration support provided;
- Advocacy leaflet developed and published;
- My World survey in villages collected;
- Research on volunteerism in Samoa assisted;
- Good practice and lessons learnt of UNV and volunteerism drawn;
- Advocacy campaigns of UNV FU Samoa and volunteers operating in the region documented;
- Network of media contacts established;
- A final statement of achievements towards volunteerism for development during the assignment written, such as reporting on the number of volunteers mobilised, activities participated in and capacities developed;

13. Qualifications/Requirements:

- Student volunteer must be enrolled in bachelor's course in Japan with in communication, journalism, IT or business management;
- Result oriented volunteering activities are a strong asset;
- Proficiency in English, excellent drafting skills are a must;
- Creativity, graphic design skill and IT competencies are strong assets;

14. Living Conditions:

The Independent State of Samoa, known as Western Samoa until 1997, is made up of nine volcanic islands, two of which - Savai'i and Upolu - make up more than 99% of the land. It was governed by New Zealand until its people voted for independence in 1961. The capital city of Samoa is Apia. The total population of Samoa is 184,000 with a total area of 2,934 square km. Samoa is an island archipelago with the two main islands of Upolu and Savaii. The terrain consists of narrow coastal plains with volcanic, rocky, and rugged mountains in interior. The economy of Samoa has traditionally been dependent on development aid, family remittances from overseas and agricultural exports. Agriculture employs two-thirds of the labour force, and furnishes 90% of exports, featuring coconut cream, coconut oil, and copra. The manufacturing sector mainly processes agricultural products. The decline of fish stocks in the area is a continuing problem. Tourism is an expanding sector, accounting for 16% of GDP. The GNI per capita is US\$ 2,780 (World Bank 2008).

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Apia has good accommodation facilities in terms of the Pacific standard and good road networks. Medical facilities are limited in comparison to developed countries and emergencies are undertaken in New Zealand. Food items and imported commodities are easily available in the market. There is a functioning banking system in the country. Samoa has a warm tropical climate and insect repellents are needed for the nights. Apia has two (2) international airports, hence, well connected to New Zealand, Australia, Fiji, and American Samoa.

Security: A security briefing is provided to all personnel working for the UN System, on a mandatory basis, upon arrival. Precautions one would take in any capital city around the world apply Apia, although it is a relatively small city.

16. Conditions of Service:

A 5-month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, settling-in-grant; life, health, and permanent disability insurance; Assignment travel

Description of Assignment prepared by: UNITED NATIONS DEVELOPMENT PROGRAMME

Lizbeth Cullity, Resident Representative

Date: 20 / 02 / 2014

Description of Assignment approved by: UNITED NATIONS VOLUNTEERS

Jasmine Subaş at, UNV Programme Officer

Date: 20 / 02 / 2014