



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, 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 Communication and Advocacy officer
2. **Type of Assignment:** International UN Youth Volunteer
3. **Project Title:** UN Youth Volunteer Programme
4. **Duration:** Five Months
5. **Location, Country:** Maputo, Mozambique
6. **Expected Starting Date:** September, 2014
7. **Brief Project Description:**

The duties associated with this position will be carried out within a framework of voluntary commitment and engagement, which are the foundations of volunteerism.

United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide. UNV contributes to peace and development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of volunteers, including experienced UNV volunteers, throughout the world. The United Nations Volunteers (UNV) programme advocates for volunteerism, integrates volunteerism into development planning and mobilizes volunteers.

This position is a UN Youth Volunteer Programme assignment in the UNV programme at UNDP country office in Maputo, Mozambique. The position aims to support the UNV field office to promote communication, knowledge management and advocacy for UNV programme as a contribution towards achieving UNDP goals in Mozambique.

8. **Host Agency/Host Institute:** UNDP



9. Organizational Context:

The UN Youth volunteer will be supervised by the UNV Programme officer and the day-to-day reporting will be to the UNV Programme officer. The UNV field unit in Mozambique is composed of the UNV programme officer who is head of the UNV field unit, a UNV Programme Associate and a Communication and Advocacy officer (UN Youth Volunteer Request Post). The UNV Field Unit's main function is to support the development initiatives in Mozambique by advocating for the concept of volunteerism for development and peace, integrating volunteerism for development into development planning and programming, and mobilizing volunteers.

10. Type of Assignment Place: Assignment without family

11. Description of tasks:

Under the direct supervision of UNV Programme officer (UNV PO), the UN Youth Volunteer will undertake the following tasks:

The principle function of the Communications and Advocacy officer is to promote awareness of issues related to UNV programme on peace and development within the context of the Millennium Development Goals and human development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of volunteers, including experienced UNV volunteers. In terms of knowledge management, this position aims at employing methods and tools to collect and organize information that will be used to improve the quality of interventions carried through UN volunteers.

Secondary to this is building brand equity of UNV programme by promoting its activities and contributing towards UNV's work in the areas of publications, outreach, and public visibility in order to help achieve the organization's primary mission to influence policy.

Specific duties are likely to include, but are not limited to:

- Contributing to the UNV programme Communications and advocacy events
- Supporting advocacy, communications and information plans for the UNV field unit, including advocacy strategies and campaigns for volunteerism
- In collaboration with UNV PO, liaise with strategic partners to raise public awareness on development issues, targeting audiences in Mozambique
- Assisting with special events related to UNV programme, develop the UNV programme advocacy and communication strategy
- Writing, creating, designing and making layout of promotional and educational material for UNV programme in Mozambique, such as project briefs, brochures, annual reports, contributing towards website design, (TV and radio advertising (Only If and when necessary)).
- Consulting with UNV PO and UNV programmes Associate on ways to include advocacy and mass-communication activities into all aspects of UNV programme
- Participating in and facilitating UNV supported training and workshops where and when possible



- Ensuring that all UNV communication and advocacy materials produced are of high quality and standard
- Identify sources of information related to volunteerism and development and facilitate sharing, replication of relevant promising practices and lessons learnt
- Keep abreast of current debates and thinking; exchange experience; seek and provide support on various advocacy and communication for development related issues.
- Analyze promising practice and lessons learned on advocacy, communication and development related issues and liaise with UNV PO on opportunities and approaches for concerted action by the UNV programme.

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 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.

12. Results/Expected Output:

- Supports the efforts for UNV programme related communication and advocacy events
- Supports UNV advocacy, communication and information plan
- Develops UNV advocacy and communication strategy
- Write, create and design layout for promotional and educative materials for the UNV programme.
- Produces information, educative and communication materials.
- Contributes towards design of UNV Mozambique Website for sharing of information on advocacy on volunteerism for development.

13. Qualifications/Requirements:

The post of communications and advocacy officer requires the following set of qualifications, experience and core skills:

- Currently enrolled in a university programme in Journalism, Communications or related fields or equivalent experience. Additional specialization or experience in areas of international development a plus
- Some experience in the communications and advocacy field desirable



- Experience in graphic design; web design; and media or print production an advantage
- Solid experience in writing articles and text for publications
- Willingness and interest in pursuing professional and personal development through self-learning
- Fluency in written English and professional writing skills is mandatory
- Excellent interpersonal and communication skills, strong organizational and time management skills
- Ability to work in a team and to meet deadlines under pressure

Computer skills

- Strong computer skills (MS Word, Publisher, PowerPoint, Excel and Adobe Acrobat)

Language skills

- Excellent knowledge of English; Good working Portuguese or Spanish knowledge, desirable.

Technical skills

- Writing, creating and designing layout for promotional and educative materials for the UNV programme
- Advocacy and knowledge management skills is an asset
- Organizing special events related to UNV programme
- Identifying sources of information related to volunteerism and development and facilitating sharing, replication of relevant promising practices and lessons learnt

Teamwork

Excellent interpersonal skills; recognizes and responds appropriately to the ideas, interests and concerns of others; builds trust and engenders morale by displaying open, transparent and credible behavior; Respects individual/cultural differences; utilizes diversity to foster teamwork; Ensures others' understanding of, involvement in, adaptation to a change process; sets clear performance goals and standards; executes responsibilities accordingly; provides and responds constructively to feedback (correction or recognition); self analyzes performance problems; seeking appropriate direction and support;

Creativity

Must be able to find creative solutions to daily issues, working within an ever-changing work environment

Planning and organizing

- Able to managing conflicting deadlines and priorities for own and team's work;
- Demonstrated capacity for innovation and results.
- Strong interpersonal and communication skills.
- Availability to contribute to the substantive development and increased capacity of the team and willingness to share expertise.
- Demonstrates integrity by modelling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP.

United Nations Volunteers

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



- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

14. Living Conditions:

Mozambique has a total population of about 24 million people and is located on the southeast Cost of Africa. To the East is the Indian Ocean, Tanzania, Malawi and Zambia is to the north, to the west Zimbabwe and South Africa and to the South, Swaziland and South Africa. The total area of Mozambique is 799 380 Km square from North to South. It is tropical hot and humid. The hottest and wettest months in Maputo are December to February, when the average daily minimum temperatures are around 22c and the average daily highs of 30C. Some days reach over 40c. The rain season is between October and April. Winters (June to August) are mild with the average daily temperature ranging from 13c to 24c. Basic health facilities and food are available everywhere. The security situation is reliable but a lot of precaution is needed at the same time. Communication and transport services are available at various costs. Regarding accommodation and food, houses and apartments can be rented from 300€ to 800€ per month and meals at the restaurant cost between 10€ and 60€. Food, household commodities and clothing can be found in shops and local markets at reasonable prices. An entry visa is required for all travellers and must be obtained from Embassy prior to arrival. The metical is the local currency and according to the UN exchange rate system, a USD 1 is equivalent to about 31 meticaïs (MZM) in February, 2014. Some commercial banks are operating in the country and Visa cards are accepted in very limited hotels.

15. Conditions of Service

A 5-month contract; Monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 1,857; settling-in-grant (US\$ 2,100) life, health, and permanent disability insurance; return airfares (if applicable).

Description of Assignment prepared by the UNV Field Unit/UN Agency: Benjamin Kerchan

Date: 19.02.2014

Description of Assignment approved by Ainhoa Jaureguibeitia, UNV Portfolio Manager:

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