



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. UN Volunteers 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 & Advocacy Officer
- 2. Type of assignment:** International Youth Volunteer
- 3. Project Title:** Support to UNV Field Unit
- 4. Duration:** 5 months
- 5. Location, Country:** Accra, Ghana
- 6. Expected starting date:** September 2014
- 7. Brief Project Description:** UNV Field Unit has recognized the need at this time to recruit a UN Youth Volunteer Communication & Advocacy Officer to strengthen the integration of volunteerism into peace and development programmes in Ghana. In addition to consolidate volunteer initiatives which has been supported by UNV Unit as well as to build the UN volunteers capacity to advocate for and integrate volunteerism, community led engagement and civic action into their assignments as enshrined in their Description of Assignments to promote volunteering. .

8. Host Agency/Host Institute: UNV

9. Organizational Context:

Ghana is a country in West Africa with a population of 26 million. Despite significant improvements in the performance of the economy in the last two decades, there remain a number of macroeconomic and structural challenges that limit the capacity of the economy to achieve sustainable improvements in the livelihoods of the people.

As part of its efforts to strengthen national pride and to enhance the utilization of the volunteerism as a development tool, the government introduced the National Volunteer Programme (NVP) in 2003. Over the years, the programme has expanded to include areas such as sanitation, agriculture and disaster management.

A UNV Field Unit was established in Ghana in November, 2002. One of the principal tasks is to manage an expanding UNV programme. In 2013, there were 14 serving as UN volunteers supporting peace and sustainable development work within the UN system, government bodies, and civil society organizations. UNV supports the UN Women/EU programme to help address issues such as gender equality and women's rights to ensure they are fully incorporated into national development processes.



In partnership with UNHCR, UN Volunteers are assisting with the processing and management of the over 50,000 Ivorian refugees that fled in the country following the instability generated out of the disputed election results in 2010. In collaboration with FAO and UNIDO, UNVs are also providing skills training and building competencies in entrepreneurial development to thousands of refugees who will remain in Ghana for the foreseeable future.

The UNV Communication Associate provides efficient support to UNDP and the UNV Programme in developing periodic newsletters, photo albums, stories and other promotional materials to enhance the image of UNDP. The effective support of the UNV in this regard has helped create a new face to promoting UNDP branding in efforts to strengthen the communications group.

Partnership was developed with non-traditional UN volunteers' hosts agencies, for example, a UN Volunteer Programme Associate is assigned to the Kofi Annan International Peacekeeping Training Centre in the faculty of Academic Affairs & Research Department, which is implementing a UNDP Small Arms Light Weapons Projects including researches, providing trainings to security sectors, advocacy etc. The target countries of their activities are Niger, Mali, Nigeria, Burkina Faso, Senegal, and Ghana.

UNV mobilizes volunteers to support the UN, Governmental bodies, civil society organizations and the private sector to participate in a range of volunteering activities. These include the annual International Volunteers Day, WFP Walk against Hunger, periodic blood donation drives, support to orphanages and to hospitals.

10. Type of Assignment Place: Non-family assignment

11. Description of Duties:

Under the supervision of the UNV Programme Officer, the UN Youth Volunteer will undertake the following tasks:

- Carry out critical research and analysis of existing volunteering programmes in Ghana with the aim to identify entry points for UNV;
- Develop an information and advocacy work plan aiming to strengthening integration of volunteerism into peace and development programming in the key results areas as defined in the UNDAF.
- Provide facilitative leadership in defining a robust volunteering campaign and advocacy strategy in Ghana, based on thorough analysis and understanding of the key peace and development issues in the country,
- Engage in lobbying and campaigning activities in partnership with the national youth volunteer involving organizations such as National Youth Authority (NYA) and National Service Scheme (NSS) to strengthen the space available for meaningful volunteer engagement at local levels in line with the government's national development priorities and UNVs Mandate,
- Capturing and sharing of best practices and assist the UNV Unit in using the collected good practices and examples to underpin the UNV's strategic positioning and distinct role in the Ghanaian development context, and to strengthen external partnerships.
- Represent the UNV Unit in the UN Communication Group to ensure that UNV positioning and programmatic success is communicated coherently and according to established quality and publication standards.
- Improve on the UNV Unit's quarterly Newsletter by preparing articles, collecting stories and documenting contributions of all serving volunteers in Ghana;
- Design and Implement volunteer advocacy projects including building strategic partnerships and alliances with youth organizations and other international volunteer involving organizations
- Produce various advocacy and communication products for public dissemination
- Perform other duties as assigned by the UNV Field Unit.

Furthermore, UN Youth Volunteers are encouraged to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking active part in UNV activities (for instance in events that mark International Volunteer Day);
- Be acquainted with and building on traditional and/or local forms of volunteerism in the host country; Contributing articles/write-ups on field experiences and submitting them for UNV publications/websites, newsletters, press releases, etc.; initiating and/or participating in local volunteer groups, including assisting them in submitting stories and experiences to the World Volunteer Web site;
- Promoting or advising local groups in the use of online volunteering, or encouraging relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible;
- Encouraging, mobilising and supporting co-workers, fellow UN Volunteers and members of the local community to play an active part in peace and development activities on a voluntary basis;
- Discussing with supervisors on how volunteerism for peace and development can be mainstreamed through the assignment and integrate activities that promote volunteerism for peace and development into work plans;
- Assisting with the UNV ‘buddy programme’ for newly-arrived UN Volunteers.

12. Results/Expected Output:

- Advocacy work plan developed to strengthening integration of volunteerism into peace and development programming in the key results areas as defined in the UNDAF under the delivering as one strategies,
- Lobbying and campaigning activities implemented in partnership with the national youth volunteer involving organizations, (NYA & NSS) to strengthen the space available for meaningful volunteer engagement at local levels in line with the government’s national development priorities and UNVs Mandate,
- UN volunteers’ ability to advocate for and integrate volunteerism, community led engagement, and Civic action into their assignments is enhanced.
- Best practices are captured and disseminated through different communication and media mechanisms such as Newsletters etc.

13. Profile Requirements:

a) Qualifications, skills, experience:

- Currently enrolled in a university programme in communication, journalism, public relations or equivalent
- Some relevant work experience in communications, journalism or related fields desirable
- Experience with event management and media relations desirable
- Team spirit and ability to ensure positive working relationships in a complex environment
- Excellent English writing, editing and presentation skills

14. Living Conditions:

The incumbent will be based in Accra, Ghana which is currently classified as hardship category A. This confirms that transport, medical, education and other services are at a high level compared to other countries in the region.

At sea level, the climate of the country is tropical--hot and humid with average yearly temperatures of about 27oC (80oF) and little daily variation. At the interior's higher altitudes, the average yearly temperature is 20oC (68oF), and nights are generally cool. Annual rainfall varies from 500 centimetres (200 in.) on the south-western slopes to 100 centimetres (40 in.) in the northern lowlands. The rainy season runs from October to May.

The total population of Ghana is about 26,000,000.



Ghana is a Greenwich Mean Time (GMT) country and a family duty station.

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 prior to arrival from an embassy.

The Cedi is the local currency and according to the UN exchange rate system, a USD 1 is equivalent to and 1€ to 0.737 in February 2013. 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 intended to cover housing, basic needs and utilities; settling-in-grant; life, health, and permanent disability insurance and return airfares.

**Description of Assignment prepared by the UNV Programme Officer, UNV Field Unit
Betty Simate**

Date: 12th February 2014

**Description of Assignment approved by Portfolio Manager, UNV HQ
Ainhua Jaureguibeitia**

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