



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 Youth 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 Youth 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:** UN Youth Volunteer in Communication & Visibility
- 2. Type of Assignment:** International UN Youth Volunteer
- 3. Project Title:** Support to Communication Strategy of UNESCO Office Maputo
- 4. Duration:** 12 months
- 5. Location, Country:** Maputo, Mozambique
- 6. Expected Starting Date:** February / March 2016
- 7. Brief Project Description:**

The United Nations Educational, Scientific and Cultural Organization (UNESCO) is a member of the United Nations Country Team (UNCT) working together in Mozambique under the Delivery as One reform to improve the effectiveness of their work in support of poverty reduction in Mozambique. The UNCT has established a United Nations Communications Group (UNCG) as a common communications platform of the United Nations system in Mozambique. The main purpose of the UNCG is to strengthen inter-agency cooperation in the field of communications and to increase the media profile of United Nations activities at the national level. While the UNCG provides support and coordination on policy advocacy and promotes a coherent image of the United Nations, it is the responsibility of individual agency to ensure the development and implementation of its Communication and public information Strategy. Hence UNESCO Office Maputo has to develop capacities to effectively contribute to the UN Joint communication strategy and to ensure that its messages are consistent, and enhances the media profile of UNESCO activities at the national level through jointly organized activities.

The duties associated with this position will be carried out within a framework of voluntary commitment and engagement, which are the foundations of volunteerism. This is a UN Youth Volunteer assignment for Communication & Visibility to be based in Maputo, Mozambique.

United Nations Volunteers

PO Box 260 111 53153 Bonn Germany Telephone +49.228.815-2000 Fax +49.228.815-2001

Email information@unvolunteers.org <http://www.unvolunteers.org>

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8. Host Agency/Host Institute: UNESCO

9. Organizational Context:

For the day-to-day reporting, the UN Youth Volunteer for Communication and Visibility will be under the direct and overall supervision of the UNESCO Country Representative. Direct supervision of the UNV UN Youth Volunteer for Communication & Visibility will be through frequent assistance on-the-job, regular meetings, and on-going assessment of tasks performed and outputs achieved as well as annual evaluation.

10. Type of Assignment Place: Assignment without family

11. Description of tasks:

Under the overall supervision of the UNESCO Representative and in collaboration with other staff in the Office, the UN Youth Volunteer in Communication and Visibility will:

- Assist in the development of the Communication Strategy of UNESCO Representation in Mozambique and prepare the related implementation plan and updates.
- Support with the implementation of the Communication Strategy of UNESCO Representation in coordination with the UNESCO Division in charge of Public Information. This will imply:
 - a. Prepare and disseminate information related to UNESCO activities to the general public and or other groups through the various media and communication channels;
 - b. Revision and regular updating of contents of existing websites where UNESCO is participating;
 - c. Creation of UNESCO pages in websites including in social groups like Facebook and Twitter and keep them updated with relevant information regarding UNESCO presence and programme in Mozambique;
 - d. Preparation of communication reports, brochures and leaflets on UNESCO activities in Mozambique in both English and Portuguese, highlighting lessons learned from their implementation;
 - e. Produce press releases, media briefs, talking points, donor visibility materials, photographic/video pieces and other advocacy materials;
 - f. Support efforts of the UNESCO Representation to mobilize resources, providing advice and preparing material to implement the resource mobilization strategies of UNDAF and UNESCO;
 - g. Organise communication events such as displays stands and exhibitions during international meetings or other events as required;
 - h. Support the UNESCO Representative and other colleagues with the organization and support of press-related events.
- Assist in mobilizing media and other professional bodies to support UNESCO's advocacy agenda;
- Provide inputs for the reports prepared by the Office and assist with following up on their revision and editing, particularly the six-month Office programme report, Office Annual report, project progress reports, the UN Resident Coordinator Annual Report both in English and Portuguese as required.
- If necessary, represent the Organization and participate in several working groups related to her/his area of expertise, particularly the UN working group on Communication.
- Maintain the UNESCO databases on press releases, photographs as required
- Perform any other related duties as required.



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:

- Finalized Communication and Visibility Strategy of UNESCO Representation in Mozambique
- Communications Strategy of UNESCO Representation is well coordinated and implemented.
- UNESCO Office mid-year and annual reports and UNDAF implementation reports prepared
- UNESCO databases on visibility and press materials maintained as required
- UNESCO well represented in several working groups related to UN working group on Communication

13. Qualifications/Requirements:

The post of UNV Communication and Visibility officer requires the following set of qualifications, experience and core skills:

- University Degree in communications, journalism or any other related area.
- At least minimum of 1 to 2 years of relevant experience in communication and public information including website management, particularly in areas relevant to UNESCO's work and programmes.
- Motivated to contribute towards peace and development and to serve others;
- Good interpersonal, networking and communication skills;
- Willingness to contribute and work as part of a team;
- Flexible and open to learning and new experiences;
- Respect for diversity and adaptability to other cultures, environments and living conditions;
- Computer literacy and ability to use computer and web-based applications (database, web design, etc.) is highly required
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Fluency in both written and spoken English is required.
- Fluency in both written and spoken Portuguese is an asset
- Knowledge of UNESCO and mandate and programme and familiarity with UN field activities.
- Ability to communicate clearly and to share knowledge and information;

14. Learning expectations

Learning and development are a central part of the UN Youth Volunteer's assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and

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development aim to strengthen the volunteer's skills and competences, improve the quality of the assignment and keep the volunteer's motivation high.

Learning elements for the UN Youth Volunteer include the development of:

- Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.
- Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.
- Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, UNESCO is expected to support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. UNESCO is also expected to provide, at their expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to the host agency's personnel.

15. Living Conditions:

Mozambique has a total population of about 25 million people and Maputo is the capital city. The city is very pleasant and offers a wide range of facilities. As Mozambique's largest city, Maputo has all the amenities for a comfortable and enjoyable life. Mozambique is located on the southeast Coast 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 22°C and the average daily highs of 30°C. The rain season is between October and April. Winters (June to August) are mild with the average daily temperature ranging from 13°C to 24°C. 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. The housing market is healthy but quite expensive, with a wide selection of apartments and houses for rent. Houses and apartments can be rented from US\$ 1,000 to US\$ 1,500 per month and meals at the restaurant cost between US\$ 10 and US\$ 30. Maputo has several open food markets and several large supermarkets that sell food, clothing, and household goods at reasonable prices. Prices of basic commodities and goods are not necessarily low and quality is often questionable, but you can easily buy all that you need to live in Maputo. There are cinemas, several bars and discotheques for entertainment. Maputo is only two to three hours' drive away from Swaziland and South Africa. An entry visa is required for travelers and must be obtained from Embassy prior to arrival. However, some nationalities are exempted from visa requirement and usually travelers are advised to check their visa status prior to travelling to Mozambique. The metical is the local currency and exchange rate stands at USD 1 equivalent to about 34 meticais (MZM) as per April, 2015. There are several private clinics that provide quality healthcare, plenty of Banks and ATMs to meet financial needs. Visa cards are accepted in few limited hotels.

16. Conditions of Service

A 12-month contract; monthly living allowance (MLA) base intended to cover housing, basic needs and utilities, with a base rate of US\$ 1,243, which is adjusted monthly according to the movement (upwards or downwards) of the Post Adjustment Multiplier (PAM), which is established by the International Civil Service Commission (ICSC) to ensure that international UN Volunteers have comparable purchasing power at all duty stations despite varying costs of living. The applicable MLA is calculated as follows: $MLA = (MLA \text{ base rate} \times PAM) + MLA \text{ base rate}$. See ICSC website <http://icsc.un.org> for more information on the applicable PAM rates.

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In addition, UN Volunteers are provided a one-time settling-in-grant (if applicable); Well-Being Differential (applicable only in hardship non-family duty stations) life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

17. HOW TO APPLY

Eligible candidates, i.e. aged between 23 and 29 years throughout the entire duration of their service, i.e. born between 1 July 1987 and 28 February 1993, whose previous work experience in areas relevant for the assignment does not exceed two years, should do the following:

If you are not a candidate in the UNV database, please apply by registering your profile through the following link: http://ereta.unv.org/html/index.php?module=myprofile&ad=YTH15FFSPA_MOZ. The advertisement code **YTH15FFSPA_MOZ** will appear automatically under the 'Special Recruitment' tab of your UNV profile and can be changed from there if needed.

If you already are a candidate in the UNV database, please update your profile through <http://MyProfile.unv.org> and select the code of the assignment you wish to apply for from the drop down list in the 'Special Recruitment' tab of 'MyProfile'.

Should you wish to be considered for more than one UN Youth Volunteer assignment, you can express your interest in other Description of Assignments in the 'Additional Remarks' section of your profile by entering the corresponding code. Please note however that your profile will be proposed to the host agency for only one UN Youth Volunteer assignment.

Closing date: You must be fully registered in the UNV database of candidates not later than 23 October 2015 (applications received after that date will not be taken into consideration).