

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### COLR000967--Multimedia and Communications Assistant

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.

## General Information

<b>Country of Assignment</b>	Colombia
<b>Host Institute</b>	World Food Programme
<b>Volunteer Category</b>	International University
<b>Number of Volunteer</b>	1
<b>Duration</b>	6 months
<b>Expected Starting Date</b>	10-08-2020
<b>Duty Station</b>	Bogota [COL]
<b>Assignment Place</b>	Family Duty Station

#### Assignment Place Remark

UN University Volunteer Assignments are always without family.

#### Living Conditions

The UN University Volunteer will be located in Bogotá, which is the capital of Colombia. All public and health services are available in Bogotá, as well as cultural and other recreational activities. Since this is an international UNV assignment, the holder will be responsible for the organization of his or her own home and the other essential elements of life. Official missions and all movements must be reported to UNDSS. United Nations Volunteers are part of an insurance plan.

Bogotá is the capital of Colombia and one of the most populated cities in the country, so that subsistence expenses (including housing expenses) are higher than in other cities. Living and working conditions in Bogotá present "low" risks. The city has security problems common to most growing capitals, however this does not create a

permanent risk exposure for national and international staff. All UN Volunteers receive a report from the Mission Security Section that addresses the security environment of the duty station, guides the security measures to adopt and the selection of the residence. United Nations Volunteers are entitled to a grant for improvements in residential security (MORSS) and have access to security training (some are mandatory and others recommended). Colombia has different levels of security (from low to substantial) clearly defined. Missions and official movements must be notified to the UNDSS. When carrying out missions, the SRA defines the mitigation measures that may be required and the additional measures are established in the minimum safety standards (MOSS).

In Bogotá there are complete health services. In addition to the public service, several international schools are present in the city. Bogotá offers a lively cultural program and other recreational activities. The El Dorado Airport in Bogotá is the largest in the country. It is served by flights from the Americas and from the main airports in Europe. It is very close to the urban area and is easily accessible, either by public or private transport.

Bogotá is characterized by a moderately cold climate, with approximately 14°C on average. Even being a tropical climate, the cold is accentuated in days of rain or little sun. On the other hand, during very sunny days the thermal sensation can be increased to 23 ° C or more. Although it has an approximate humidity of 80%, residents and visitors of the city do not experience a humid climate: the wind especially in January-February and July-August can sweep the humidity. During the phenomena of El Niño and La Niña, Bogotá's climate becomes unpredictable.

Colombia is a unique country with unique people and offers a rewarding and enriching UNV experience. However, some places of destination that are not suitable for family accompaniment will require more capacity for resistance and dedication than others. Therefore, the ability, ability and willingness to live and work in relatively challenging and difficult conditions with limited comfort are essential.

## Assignment Details

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### Assignment Title

Multimedia and Communications Assistant

### Organizational Context & Project Description

#### Organizational Context & Project Description:

The World Food Programme (WFP) is the world's largest humanitarian agency, fighting hunger worldwide. On average, WFP reaches more than 90 million people with food assistance in 80 countries each year. About 13,500 people work for the organization, most of them in remote areas, directly serving the hungry poor. WFP is part of the United Nations system.

This fellowship is found in the WFP Colombia Country Office. Being a volunteer at WFP provides a unique opportunity for the students to gain experience of the United Nations and more particularly of the World Food Programme. It also provides an opportunity for students to gain valuable experience working in an international professional environment and provides exposure to a truly global humanitarian organisation.

#### Project description

The Multimedia & Communications Volunteer will be under the overall supervision of the Communications Coordinator and works closely with National Communications Associates and Assistants of the team in Bogota. The Unit is responsible for managing communications, advocacy and marketing in Colombia, using traditional media, blogs, campaigns, events and social media platforms to promote its messages. Some country specific priorities include emergency, preparedness and response, climate change adaptation, peace and social protection to reach zero hunger.

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**Task description****Task descriptions**

Under the direct supervision of the Communications Coordinator of WFP Colombia, the UN Volunteer will undertake the following tasks:

**Content and Products**

- Support collection of audio-visual material from the field. Desirable knowledge on aerial photography/videography with drones.
- Support pre-production, production and post-production of Video News releases (VNRs) and Public Service Announcements (PSAs) for Facebook, Instagram, YouTube and Twitter in Spanish and/or English including drafting of scripts, transcripts and subtitling; follow WFP guidelines to do so.
- Create and enhance existing communications material, including brochures, posters, two-pagers, factsheets, report templates, newsletter, infographics and other internal and external communications materials according to corporate branding and style guidelines;
- Assist the design of new, and update existing, social media banners, content etc. to reflect corporate branding and style guidelines;
- Conduct photo research for branded print and online material;
- Provide editorial/design inputs to enhance the visibility of the organization.
- Produce and edit images and videos using interviews, b-roll and photos for communications activities and social media platforms; follow WFP guidelines to do so.
- Edit photos and create graphics/other design products using Adobe software in Macintosh or PC interfaces.
- Create Trello boards for social media content and internal/external campaigns
- Support video editing and create motion graphics.

**Internal Communication**

- Gather stories from the WFP team and produce the newsletter;
- Update calendar of WFP events, ensuring that they are scheduled in advance;
- Upload, organize and archive graphics, photos and videos to/in the appropriate libraries using SharePoint.

**Analytics, Data Analysis and Reporting**

- Analyse social media posts and campaigns.
- Provide analytics and social media reports on a regular basis and when requested.

**Administrative and General Support**

- Take photos/film at events.
- As part of a team, participate in organizing and setting up for special events organized or led by the Communications Unit as necessary.
- Complete other projects as assigned, including preparing engaging Power Point and Prezi presentations and materials, generate transcripts and adds subtitles in different languages to videos, keeping inventory up to date.

Furthermore, UN Volunteers are required 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 International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- 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.

**Results/Expected Outputs**

- An excellent understanding of the work of the largest humanitarian organization in the world, the World Food Programme and the UN system structure;

- Valuable experience in graphic design and video editing;
  - Knowledge of the challenges in a multicultural environment and in an inter-governmental organization;
  - Design and writing skills for public information and communications in an international context;
  - Extensive exposure to managers and staff members of the WFP Colombia Country Office and the UN System.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

## Qualifications/Requirements

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**Required Degree Level** Secondary education

### Education - Additional Comments

Currently studying towards a degree in Communications, Design, Multimedia Production, Public Relations Communications, Journalism, Media, Visual Arts, Digital Narratives, or other relevant field.

**Required experience** 0 months

### Experience Remark

- Demonstrated interest and/or experience (up to 2 years) in **Graphic Design, Motion Graphics, Video Editing and Video/Photography**.
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Motivation and interest on WFP's mandate would be highly regarded.

### Language

- English (Mandatory) , Level - Fluent
- AND - Spanish (Optional) , Level - Working Knowledge

### Area of Expertise

- Other development programme/project experience Mandatory

### Area of Expertise Requirement

### 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 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, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. The host agency will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

**Need Driving Licence** No

#### Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Ethics and Values
- Integrity
- Planning and Organizing
- Respect for Diversity
- Technological Awareness
- Working in Teams

## Conditions of Service and other information

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**Condition of Service**

[Click here to view Conditions of Service](#)

#### Conditions of Service:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) per month and is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of (choose from the drop down menu the appropriate rate here): US\$990 The VLA base rate is a global rate, while the PAM is country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org> .

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis. .

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the UN Volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and also in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements). UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for the final repatriation travel (if applicable). UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

### **Supervision, induction and duty of care of UN Volunteers**

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

#### **Application Code**

COLR000967-6770

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### Application procedure

This assignment is funded by KOICA, therefore only Korean nationals are eligible to apply.

Eligible candidates must be between 18 and 29 years of age and enrolled at a university throughout the assignment.

**Please apply via the link below. You can then either log in if you already have an account or register via 'Candidate Signup'.**

You may apply to a maximum of three assignments per advertisement and indicate your order of preference in the 'Additional Remarks' section of your profile.

**Application deadline: 10 May 2020**

### Selection process

Only shortlisted candidates will be contacted. The selection will be done by the UN Host Entity at the level of the country of assignment. Interviews will be conducted by the UN Host Entity between 2 and 19 June.

### Pre-departure training in Korea

The selected candidate will be invited to attend a training prior to deployment. The training will take place from 20 to 31 July 2020.

**COVID-19: The training and assignment start dates may be postponed due to the COVID-19 context.**

doa.apply\_url

<https://vmam.unv.org/candidate/show-doa/Q09MUjAwMDk2Nw==>

### Disclaimer

*United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.*