

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CMRR000405--Public Communication 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

Country of Assignment	Cameroon
Host Institute	United Nations Educational, Scientific & Cultural Org.
Volunteer Category	International University
Number of Volunteer	1
Duration	6 months
Expected Starting Date	10-08-2020
Duty Station	Yaounde [CMR]
Assignment Place	Family Duty Station

Assignment Place Remark

UN University Volunteer Assignments are always without family.

Living Conditions

The surface area of Cameroon is 472 710 km² with an estimated, population of 24 million distributed amongst 250 ethnics groups. This ethnic diversity explains the country's rich artistic and cultural heritage in addition to its two official languages: French and English. The currency used in Cameroon is the France CFA. The time zone is GMT +1. Cameroon's climatic regions are described as humid equatorial climate in the southern part with some slight climatic variations. It generally comprises of a dry season from November to February with a minor rainfall from March to June and a heavy rainfall from August to October. The average temperature is 26°C. In the northern part of Cameroon, the dry season is much of the Sudano-sahelian type. The rainy season runs from May to September and the average temperature is 30°C. The UN Fellow will reside in Yaounde, which is a family duty station. The Cameroon healthcare sector is characterised into public and private. A list of categorised healthcare services approved by UNDSS is recommended to all staff. However, the public healthcare services are accessible to all. Regarding telecommunications services, there are mobile telephone service providers such as Cameroon Telecommunications (CAMTEL), ORANGE, Mobile Telephone Network (MTN) and NEXTTEL. The coverage of these services providers is national. For more information on the activities of the UNESCO in Cameroon in particular

Assignment Details

Assignment Title Public Communication Assistant

Organizational Context & Project Description

The United Nations Educational, Scientific and Cultural Organization (UNESCO) was founded on 16 November 1945. UNESCO's office in Yaounde was established in 1991 as a cluster office but with a regional status in the sector of Communication and Communication covering countries of West and Central Africa. In January 2014, the Office was transformed into a Multisectoral Regional Office covering 10 countries: Angola, Burundi, Cameroon, Central African Republic, Chad, Republic of Congo, Democratic Republic of Congo, Equatorial Guinea, Gabon and Sao Tomé e Príncipe. The Yaounde Office has the mandate to implement programmatic activities and projects within UNESCO's areas of competence: Education, Culture, Science, Communication, Information, Social, and Human Sciences. The UNESCO Multisectoral Regional Office in Yaounde is actively represented in the United Nations' Country Team (UNCT) in Cameroon and in other countries of the region that it covers, cooperating actively as well with Peace Keeping missions in the region. UNESCO also participates all UNCT working groups; Governance, Communication etc., and a member of the Humanitarian Country Team (HCT).

The Yaounde office implements programmes and activities in all thematic areas (youth and civic engagement, gender equality, marginalized communities, media pluralism, cultural diversity) and pursuant of the 2014-2021 Medium Term Strategy, which contributes to the building of peace, the eradication of poverty, and sustainable development and intercultural dialogue through education, sciences, culture, communication and information.

This UNV Assignment is part of the Bureau's effort to ameliorate stakeholders' outreach and to enhance activities and projects visibility, to support the achievement of a twofold objective; on the one hand, to engage and strengthen the relation with communities of stakeholders and target group, both inside and outside the UN system. On the other end, to support the effort of resource mobilisation and partnership building, thus contributing to the achievement of UNESCO's 2014-2021 Medium Term Strategy as well as of the objectives of the UN 2030 and AU 2063 Agendas.

Sustainable Development Goals 10. Reduced Inequalities

Task description

Under the direct supervision of the Head of Sector Communication and Information ad interim the UN Volunteer will undertake the following tasks:

- Assist the Communication and Information team in the delivery of the Social media strategy, in particular concerning the draft, review and publication of social media posts
- Assist the team in ensuring content publication and review on the official website
- Participate in the design, organization and delivery of the Bureau's outreach activities
- Support the team in the identification of national and international stakeholders and communities to ensure a broad and targeted public communication of the Bureau's initiatives
- Contribute to the preparation of the Newsletter and Emailing for external and internal communication outreach

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

T. +49 (0) 228-815 2000 A. PO Box 260111, 53113 Bonn, Germany
F. +49 (0) 228-815 2001 W. www.unv.org

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

Enhance the educational experience of the student through practical and guided hands-on exposure and involvement in UNESCO's development projects within the central Africa Region.

2) Provide the student with an exposure to the working environment of a multilateral organization and a better understanding of UNESCO mission statement concerning the region contingency.

3) Enhance the student's ability to produce, review and publish targeted and high quality content

4) Provide the student with a view on national and international stakeholders of the five UNESCO's sectors: Human and Social sciences, Education, Culture, Communication and Information, Science.

- 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

Required Degree Level Secondary education

Education - Additional Comments

Currently studying towards a degree in Communication/Marketing/Communication for development/Public relations or other relevant field.

Required experience 0 months

Experience Remark

- Demonstrated interest and/or experience in **Communications and/or Advocacy (i.e. Public communication/Marketing/Communication for development)**;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded.

Language

- English (Mandatory) , Level - Fluent
- AND - French (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

- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Integrity
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

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

CMRR000405-6779

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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/Q01SUjAwMDQwNQ==>

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.