

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

UGAR000712--Communication and Advocacy 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	Uganda
Host Institute	United Nations Volunteers
Volunteer Category	International University
Number of Volunteer	1
Duration	6 months
Possibility of Extension	Yes
Expected Starting Date	01-09-2021
Duty Station	Kampala [UGA]
Assignment Place	Family Duty Station

### Assignment Place Remark

Age requirement:

UN University Volunteers have to be 29 years old throughout the entire period of service, i.e. born on or after 1 September 1992.

### Living Conditions

The UN Volunteer will be based in Kampala, the capital city of Uganda located at 1,200 metres (4,000 feet) above sea level with a pleasant climate all year round and uniformly warm and moderately humid with temperatures ranging between 20 and 30 degrees Celsius. It is a family duty station that presents relatively good living conditions with adequate housing facilities (houses and apartments) readily available for leasing, and with most of the economic and social amenities also available at affordable costs. Most commodities are available commercially with a wide variety of options to support a conducive and convenient living.

Utilities are generally reliable in the capital with a highly urbanized and cosmopolitan atmosphere where multinational corporations and international organizations are present. Uganda in general and Kampala in particular manifest high level of stability, security and

permissiveness in terms of access and collaboration of UN agencies and humanitarian actors with the Host Government. Opportunistic crime incidents do occur in the capital and elsewhere in the country but are generally localized in impact. UNHCR in Uganda has a robust security unit composed of full-time security officers which provides enabling support and assistance to UNHCR operations and activities. The UNHCR system works with UNDSS, UN agency security components and host Government counterparts under the UN Management System (UNSMS).

# Assignment Details

## Assignment Title

Communication and Advocacy Assistant

## Organizational Context & Project Description

The UNV Programme in Uganda was launched in the mid-1970s with the overall objective to contribute to peace and development through volunteerism, by advocating for recognition of volunteers; integrate volunteerism into development programming by working with partners; and mobilizing an increasing number and diversity of volunteers.

The UNV programme in Uganda is the third largest in terms of providing the number of UN Volunteers who serve outside their home country. The Programme is making distinctive contributions through volunteering in the areas of promoting governance, refugees and IDP's, youth development, conflict reduction, gender equity, human rights, poverty reduction, information communication technology development, decentralization, energy and environmental conservation, UN Coordination, governance, crisis prevention and recovery, reproductive health and population, protection affairs, human rights, gender mainstreaming, youth and community services. UNV in Uganda is also contributing to localizing of the Sustainable Development Goals (SDGs) to contribute to the realization of government's Vision 2040, which aims to transform the country from a predominantly peasant and low- income economy to a competitive upper middle-income status over a 30- year period.

UN Volunteers in Uganda are hosted by UNDP, UNHCR, UNICEF, UNRCO, UN WOMEN, UNAIDS and IOM. 50% of UN volunteers work in districts including Mbarara, Kyangwali, Nakivale, Kyegegwa, Oruchinga, Arua, Moroto and Gulu among others in response to expressed needs. The rest are based in the capital city-Kampala.

The UNV Field Unit is composed of the UNV Country Coordinator and Programme Assistant. The incumbent will support the Field Unit team in the areas of communication and advocacy.

## Sustainable Development Goals

17. Partnerships For the Goals

## Task description

Under the direct supervision of the UNV Country Coordinator, the UN Volunteer will undertake the following tasks:

- Contribute to the implementation of the Communications and Advocacy strategy of the United Nations in Uganda and ensure volunteerism is integrated in joint UN initiatives.
- Support the UNV Field Unit in the development/production of communication and advocacy instruments and materials including for awareness-raising campaigns, including briefing materials in coordination with the supervisor.
- Participate in UN Communications Group and contribute to identifying new and creative ways to show how volunteerism can be integrated and mainstreamed in the UN programmes, promote a coherent image of the UNV and participate in developing a common UN Communications and Advocacy Action Plan and Workplans.
- Assist the Country Coordinator in collection of stories and articles from the serving UN Volunteers for inclusion in the UNV Newsletter, and maintenance of regular contact with publishers and other suppliers to ensure production.
- Regular update of the UNV media forums including Facebook page and Twitter account.
- Support the identification and synthesis of lessons learnt from UNV Assignments directly linked to UNV Strategic Framework outcomes.
- Assist the UNV Field Unit in organizing monthly advocacy workshops/briefings for partners and community to sensitize and create awareness on UNV's mandates and work in Uganda.

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

- The key results will make an impact on the UNV Programme in Uganda through:
- Substantive strengthening of advocacy and communications efforts of the UNV in Uganda; linked to the UNDAF convergence result areas, domesticating of the Sustainable Development Goals in Uganda
- Increased Visibility of the UNV in Uganda
- Increased on-line presence of the United Nations Volunteers programme in Uganda
- Communication products produced (e.g., newsletter) to showcase UNV's contribution in achieving sustainable goals in Uganda. UNV's website and social media accounts updated with new content on a weekly basis;
- UNV's electronic newsletter and hard copies produced and disseminated on time;
- Effective communication and dissemination of information about volunteerism in Uganda. Enhanced information sharing and networks on volunteerism.
- Increased visibility of volunteerism.
- A dynamic, up-to-date and well-maintained UNV Uganda website
- 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 or recently graduated (no longer than 12 months prior to application) in communication, journalism, international relations, social sciences, or other relevant field.

### Required experience

0 months

### Experience Remark

- Demonstrated interest and/or experience (up to 2 years) in **supporting media/communication and advocacy initiatives 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

### Area of Expertise

- Other development programme/project experience Optional

### Area of Expertise Requirement

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

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

### Learning Expectations

Learning and development are a central part of the UN University 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 University 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 University 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
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Integrity
- Knowledge Sharing
- Respect for Diversity
- Self-Management
- 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.

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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.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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\$1,009 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** ([Roles and Responsibilities of Host Entities](#))

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;
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics)

**Application Code**

UGAR000712-9043

**Application procedure**

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

UN University Volunteers must be 29 years old throughout the entire period of service. Eligible candidates must therefore be born on or after 1 September 1992.

**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: 11 April 2021**

**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 28 April and 21 May.

**COVID-19: The assignment start date may be postponed due to COVID19.**

**doa.apply\_url**<https://vmam.unv.org/candidate/show-doa/VUdBUjAwMDcxMg==>**Disclaimer**

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*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.*

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