

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

AFGR001383--Public Information 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	Afghanistan
Host Institute	UN Mission in Afghanistan
Volunteer Category	National Youth
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Kabul [AFG]
Assignment Place	Non-Family Duty station
Assignment Place Remark	

Assignment is non family

Living Conditions

Assignment Details

Assignment Title Public Information Assistant

Organizational Context & Project Description

The position is located in UNAMA's Strategic Communications Service in Kabul, and reports to the Head

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

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

of the Print & Digital team. Through direct report to Head, Print & Digital, and liaising with the Service's other team leaders, the position supports the overarching goal of UNAMA's communications activities, which aim to position the Mission so it can exert influence effectively and deliver on its objectives through communicating strategically with the Afghan people, parties to conflict, regional and international actors, as well as partners on the ground.

The core activities of the position support UNAMA Strategic Communications objectives: striking a balance between managing expectations and promoting a positive outlook; understanding and influencing local discourse and conversations about Afghanistan; creating an atmosphere of optimism and support for the direction Afghanistan is headed; highlighting and promoting international values and standards with human rights and gender equality at the heart of its agenda; promoting regional cooperation and international support for stabilization and development; emphasizing that the UN's credibility and value stem from its recognized impartiality and political neutrality; and sustaining and expanding public support for the UN family in Afghanistan.

The National Youth UNV position also supports these efforts, in particular, in areas that intersect with one of the most important demographics in the country: women under 30.

In accordance with its mandate as a political mission, UNAMA supports the Afghan people and government to achieve peace and stability. UNAMA backs conflict prevention and resolution, promoting inclusion and social cohesion, as well as strengthening regional cooperation. The Mission supports effective governance, promoting national ownership and accountable institutions that are built on respect for human rights. UNAMA provides 'good offices' and other key services, including diplomatic steps that draw on the organization's independence, impartiality and integrity to prevent disputes from arising, escalating or spreading. The Mission coordinates international support for Afghan development and humanitarian priorities.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of Head, Print & Digital, the National Youth UN Volunteer will undertake the following tasks:

- Develop an understanding of the breadth and depth of activities across Strategic Communications by working primarily on content generation for digital platforms in the Print & Digital team while also liaising with the Service's other teams (Media Relations & Monitoring; Outreach; and Admin);
- Support the production of information products, such as news updates and feature-length content for dissemination via the mission's digital media platforms and through traditional channels, such as Afghan media outlets;
- Contribute to day-to-day communications activities by preparing recommendations, reports and briefings designed to facilitate communication and engagement with key target audiences inside and outside Afghanistan;
- Coordinate with colleagues and partners to gather and disseminate information on assigned

topics/issues, and collect information from diverse sources to prepare background materials and update communication products;

- Act as coordinator, as requested, on specific issues, special projects, outreach activities, press conferences, and other work;
- Track, research and provide analysis and reports on assigned issues;
- Perform other duties as assigned.

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

- As a result of working in Strategic Communications, the National Youth UN Volunteer not only will be contributing substantially to the outputs of the Print & Digital team, but also will come away with an increased understanding of how Strategic Communications operates, as a whole, in the context of a volatile political climate.
 - A National Youth UN Volunteer has groomed to enhance her job prospect within UNAMA/UN AFPs;
 - As the result of the Project a wider selection of competent and confident National Female Candidates are available for job selection;
 - With an increase recruitment of National Females, UNAMA's gender ratio increases from its current 7% ratio;
 - The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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.
- 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 dur-ing the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

Type of degree: Preferably in Communications, Mass Media, Cultural Studies, Journalism, Political Science or Related Field

Required experience 0 months

Experience Remark

Preferably in communications, publishing, journalism, politics, or related field.

Language Skills

- English (Mandatory) , Level - Fluent
- AND - Dari (Mandatory) , Level - Fluent
- AND - Pashto (Mandatory) , Level - Fluent

Area of Expertise

- Public information and reporting Mandatory
- Journalism, mass media and broadcasting Optional

Area of Expertise Requirement

Preferably in communications, publishing, journalism, politics, or related field.

Knowledge of the Microsoft Office Package.

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Professionalism
- Working in Teams

Conditions of Service and other information

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

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

Condition of Service

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

Conditions of Service:

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included) and final repatriation (if applicable).

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

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

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 AFGR001383-3985

Application procedure

*** Not yet registered in the UNV Talent Pool?**

Please first register your profile at <https://vmam.unv.org/candidate/signup>. After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

This is a national UN Youth assignment, therefore only nationals of Afghanistan between 20 – 29 years of age are eligible to apply.

The vacancy is open for female candidate only. Please send your application and CV to recruitment.af@unv.org not later than 10 March 2019 mentioning the vacancy number and position title.

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.