



UN 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 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.

1. Volunteer Category: National Youth

2. Type of Assignment Place: National UN Volunteer (Chinese nationals only)

3. Assignment Title: Communications Assistant

4. Link with UNV Strategic Framework : National Capacity Development through volunteer schemes

5. Duty Station, Country: Macau, SAR

6. Duration (in months): 12 months

Possibility of Extension by agency funding(Yes/No) TBC

7. Expected Starting Date: August or September 2024

8 Host Agency/Host Institute: United Nations University, Macau

9. Sustainable Development Goals: 9. Industry, Innovation and Infrastructure

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Need Driving License: N/A

Assignment Type: Family Duty Station

10. Organizational Context/Project:

The United Nations University (UNU) is an international community of scholars engaged in policy-oriented research, capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States.

For the past four decades, UNU has been a go-to think tank for impartial research on human survival, conflict prevention, sustainable development, and welfare. With more than 400 researchers in 12 countries, UNU's work spans the 17 Sustainable Development Goals' full breadth, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe. For more information, please visit <http://unu.edu/>

UNU Institute in Macau (UNU Macau) is one of 13 research and training Institutes that comprise the think tanks in the UNU system. UNU Macau is a research institute at the intersections of digital technology and sustainable development. The Institute conducts policy-relevant research and generates solutions, addressing pressing challenges expressed in the UN 2030 Agenda for Sustainable Development through high-impact innovations and the latest technologies. Through its research, the UNU Institute in Macau encourages data-driven and evidence-based actions and policies to contribute to the achievement of the Sustainable Development Goals.

One of the Institute's missions is to nurture the next generation of interdisciplinary computing, information and social scientists, and engineers to be leaders in the field of Information and Communication Technology (ICT) for development. To this end, the institute seeks to build a team of experts to help deliver the institute's mission and work plan. The Institute's research tends to be more applied, and strives for policy impact in the UN system, at international, regional and national levels.

The UNU Institute in Macau is situated in the Macau Special Administrative Region (SAR) of China, and it is the only UN entity in the city. Macau is one of the most dynamic regions in Asia, where technological innovations have become an integral part in driving social and economic change. Macau is part of the Greater Bay Area (GBA), that hosts many private sector companies and technological giants that are just a short distance away. Its proximity to China, Hong Kong SAR and other Asian countries such as Japan, Korea, Thailand and Vietnam, provides an exciting opportunity for researchers and experts to maximize the impact of their work.

11. Description of tasks:

Reporting to the Communications and External Relations Officer at UNU Macau, and being a part of the UNU Communications team and the UN China Communications Group, the Communications Assistant is responsible for elaborating an institutional communications work plan and calendar, proposing tools for multi-media content research and production in the regional context, development and maintenance of online presence, and support to outreach efforts and campaigns. The Communications Specialist will undertake the following tasks:

Development and maintain an institutional communications work plan and strategy:

- Develop and maintain a communications work-plan and calendar in line with institutional priorities, with a focus on web content and social media;
- Support the development of an institutional communications and advocacy strategy for 2024-25;
- Provide support and training to interns and personnels at UNU Macau, especially communication fellows.

Content research and production:

- Research digital initiatives for all communications purposes, in coordination with researchers at UNU Macau;
- Coordinate content production with the Communications team at UNU Macau, especially multi-media content;
- Prepare up-to-date information, articles, and publishing content based on institutional priorities;
- Arrange for the translation of materials when required, ensuring brand and quality of such materials.

Support outreach events and campaigns:

- Liaise with the communications team and external partners to ensure support for activities, such as but not limited to conferences and other institutional events;
- Collect and analyse data and feedback for final reporting on events;
- Support outreach initiatives to raise visibility and media interest in the work of UNU Macau and the contributions made by UNU Macau to the local communities.

Furthermore, UNVs are encouraged to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking an active part in UNV activities (for instance, IVD celebration events);
- Get 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;
- Contribute news and articles on field experiences and submit them to UNV publications/websites, newsletters, press releases, etc.;

- Assist with the UNV Buddy Programme for newly arrived UNV volunteers;
- Promote online volunteering and encourage individuals and organizations to use the UNV Online Volunteering Service whenever technically feasible.

12. Results/Expected Output:

- A communications work plan and calendar are developed and well maintained;
- The social media accounts and website for UNU Macau are well-maintained;
- An institutional newsletter is created and well maintained;
- News and information is provided on a timely basis for institutional and global communications;
- Interns and communication fellows are trained, guided and equipped to the best use of social media and communications tools;
- Press releases and reviews are prepared for major UNU Macau events.

13. Qualifications/Requirements:

Education:

Master degree in journalism, communication and related fields

Professional experience:

1 year experience in content production.

Experience in multi-media content editing, designing, publishing highly desirable.

Language Requirements:

English; working language; mandatory

Chinese; working language; mandatory

Cantonese; desirable

Competencies and values:

- | | |
|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Accountability |
| <input checked="" type="checkbox"/> | Adaptability and Flexibility |
| <input type="checkbox"/> | Building Trust |
| <input checked="" type="checkbox"/> | Client Orientation |
| <input type="checkbox"/> | Commitment and Motivation |
| <input checked="" type="checkbox"/> | Commitment to Continuous Learning |
| <input checked="" type="checkbox"/> | Communication |

- ☒ Creativity
- ☐ Empowering Others
- ☒ Ethics and Values
- ☒ Integrity
- ☐ Judgement and Decision-making
- ☒ Knowledge Sharing
- ☐ Leadership
- ☐ Managing Performance
- ☒ Planning and Organizing
- ☒ Professionalism
- ☒ Respect for Diversity
- ☒ Self-Management
- ☒ Technological Awareness
- ☒ Vision
- ☒ Working in Teams

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.

14. Other information:

Living Conditions

The duty station of the national UN Volunteer is located in Macau, where excellent public infrastructure and health services are available.

Living conditions information for many countries is available in the [explore section](#). Host entities may copy this information here and add to or edit as relevant.

15. [Conditions of Service](#) for national UN Volunteers

The National UN Volunteer receives a standard volunteer living allowance (VLA), which is intended to cover their accommodation and basic living expenses. The National UN Volunteer is entitled to an excellent health, life and disability insurance package. A modest Settling-in Grant and end of assignment allowance will also be provided, along with travel to and from the duty station. International travel to duty station will not be covered by UNV. The National UN Volunteer is entitled to 2.5 days personal leave per month and government official holidays.

16. Funding Details:

Approving Officer Name:

Approving Officer Email:

COA

Unit	Fund Code	Operating Unit	Implementing Agency	Donor	Department	Business unit	Project	Activity

Please kindly attach your Funding authorizations (Service request form)

Inclusivity statement

United Nations Volunteers is an equal opportunity programme that welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, care protected characteristics. As part of their adherence to the values of UNV, all UN Volunteers commit themselves to combat any form of discrimination, and to promoting respect for human rights and individual dignity, without distinction of a person's race, sex, gender identity, religion, nationality, ethnic origin, sexual orientation, disability, pregnancy, age, language, social origin or other status.



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General

Assignment title: Advocacy & Outreach Assistant

UN Host Entity: UNV

Country of assignment: Sri Lanka

Duty station: Colombo

Family / non-family duty station: Choose an item.

Volunteer category: International UN University Volunteer

Duration: 6 months

Expected starting date: August 2024

Sustainable Development Goal: 17. Partnerships for the Goals

Details

Organization mission and objectives

The United Nations Volunteers (UNV) Programme contributes to peace and development through volunteerism worldwide. We work with partners to integrate qualified, highly motivated and well supported UN Volunteers into development programming and promote the value and global recognition of volunteerism.

At the country level, UNV interacts with UN entities to integrate volunteerism strategically and meaningfully into the implementation and delivery of their mandates.

UNV Sri Lanka has been active since 1974 and continues to expand its support to the United Nations system through both advocating for volunteers and creating opportunities to contribute to United Nations efforts towards achieving the Sustainable Development Goals.

UNV champions environments in which volunteerism can flourish and supported the Government in developing the National Policy on Volunteering which received cabinet approval on 6th August 2019 placing Sri Lanka at the forefront of countries in the Asia Pacific region with a framework for volunteering.

By integrating volunteers across the country into the objectives and activities of partner organizations, and engaging in local and national development initiatives, UNV fortifies in the transformation process of achieving the SDGs.

Assignment context

UNV Sri Lanka has been active since 1974 and continues to expand its support to the United Nations (UN) system and the Government.

At the country level, UNV engages with the UN System through promotion and mobilization of volunteers and advocating for the integration of volunteerism into development programming. UNV supports the work of the UN System through talent solution options available from the diverse service lines presented through UNV. In addition, UNV provides capacity solutions to the UN System through deployment of V-Force volunteers.

V-Force is a flagship initiative of UNV Sri Lanka replicated in a number of other UNV offices providing capacity solutions to the UN System. This platform opens doors to individuals passionate about volunteering to support development work while enhancing their skills and gaining experience through exposure to the work of the UN.

UNV advocates for volunteerism and supports policy development and legislation recognizing volunteer work in Sri Lanka working in close cooperation with state entities and diverse stakeholders.

The National Volunteering Network (VNET) is a network of volunteer involving organisations, volunteer networks and philanthropists initiated by UNV. VNET brings together over 150 entities and provides a platform to pool resources connect volunteers with opportunities within the network. The objective is to advance the volunteer agenda forward while supporting the response and recovery efforts of the country.

By integrating volunteerism across the country into the objectives and activities of partner organizations, and engaging in local and national development initiatives, UNV fortifies the transformation process of achieving the SDGs.

Task description

Under the direct supervision of the County Coordinator, the UN University Volunteer will undertake the following tasks:

- Assist in planning and organizing outreach initiatives.
- Preparation of resources social media, print and online media for outreach activities.
- Preparation of outreach material, briefs, presentations, minutes and talking points.
- Management of social media accounts (Facebook, Twitter, YouTube, Instagram), preparing relevant posts and entries
- Ensure social media coverage of UNV related activities updating UNV Sri Lanka social media platforms in a timely manner.
- Tracking the UNV Sri Lanka social media footprint
- Coordinate and develop volunteer stories and disseminate through channels.
- Production of new communications vehicles including short videos.
- Engage and support the work of the United Nations Communications Group (UNCG) in Sri Lanka.
- Perform other related tasks and responsibilities as required.

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;
- 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.

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- 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.

Requirements

Required education level Secondary Education

Minimum experience 0 years

Area(s) of expertise: Currently studying towards a degree in Communications, Journalism, Public Relations, International Relations, Social Sciences or any other relevant field.

Skills and experience description

- Demonstrated interest and/or experience in communications, content creation, media and related activities would be highly regarded.
- Previous experience in handling social media platforms and websites would be an additional advantage.
- Experience related to coordinating outreach initiatives; volunteerism will be an advantage.
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded.

Language skills

English mandatory ☒ optional ☐
 basic ☐ fair ☐ working knowledge ☐ fluent ☒ mother tongue ☐

Competencies and Values

- ☒ Accountability
- ☒ Adaptability and Flexibility
- ☒ Building Trust
- ☒ Client Orientation
- ☒ Commitment and Motivation
- ☒ Commitment to Continuous Learning
- ☒ Communication
- ☒ Creativity
- ☒ Empowering Others
- ☒ Ethics and Values

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- ☒ Self-Management
- ☒ Technological Awareness
- ☒ Vision
- ☒ Working in Teams

Driving license needed:

No

Living conditions

Sri Lanka is an island nation located off the south coast of India. It's home to an estimated population of over 21 million people. It is a multi- ethnic, multi- cultural and multi- religious country. Colombo is situated in the Western Province of Sri Lanka and is the commercial capital of the country. The city is located on the west coast of the island, adjacent to the administrative capital, Sri Jayawardenepura Kotte. Bandaranaike International Airport is located 35km from Colombo and is served by the main international airlines.

Sri Lanka is a tropical country with moderate temperate and high humidity all throughout the year. Average temperature in Colombo ranges between 27 and 30 degrees Celsius. The island experiences two main monsoon seasons, where heavy rainfalls occur, from May to August and October to January. Sri Lankan food is characterized by fragrant spices, all forms of coconut, and rice. Rice and curry are the main dishes. Sri Lankan cuisine tends to be quite spicy.

There are hotels and other types of accommodation options

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available in Colombo. Supermarkets, banking and medical facilities are present within the city. Telephone and Internet service is widely available. Phone plans and data are inexpensive; however, you should not expect internet service to work consistently or at high speed.

At present Sri Lanka is undergoing high inflation and an economic crisis. The public unrest and protests are common. The prices of common commodities fluctuate regularly, and shortages can also be experienced.

Sri Lanka became a member of the United Nations on 14 December 1955.

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