



## 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 : Youth**

**5. Duty Station, Country: Beijing, China**

**6. Duration (in months): 12 months**

**7. Expected Starting Date: November, 2023**

**8 Host Agency/Host Institute: The United Nations Population Fund (UNFPA)**

## 9. Sustainable Development Goals: SDG 3, 5, 10 and 17

### 10. Organizational Context/Project:

UNFPA – the United Nations Population Fund – is the UN's sexual and reproductive health agency. Its mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. Since its inception in 1969, UNFPA has led the effort to help women in developing countries overcome socio-economic and cultural barriers to their reproductive rights and choices.

UNFPA is on the ground improving lives in about 150 countries that are home to 80 per cent of the world's population. Guided by the 1994 International Conference on Population and Development Programme of Action (ICPD PoA) and the Sustainable Development Goals (SDGs), UNFPA partners with governments, civil society, media, academia, other UN agencies and the private sector to advance its mission.

Since 1979, UNFPA has closely worked with the Government of China on different thematic areas. UNFPA is now implementing the ninth Country Programme (2021-2025) (CP9), which complements the Chinese government's development vision, including those set out in China's 14th Five-Year Plan for National Economic and Social Development and the Long-Range Objectives Through the Year 2035, and is consistent with the United Nations Sustainable Development Cooperation Framework for the same period.

The UNFPA Country Programme is supporting policy reforms and development at the national and local levels, through research, capacity-building, advocacy and pilot projects and interventions. It aims at achieving universal access to sexual and reproductive health, realizing reproductive rights and gender equality, with a focus on women and young people, especially vulnerable groups who are more at risk of being left behind such as women and young people with disabilities.

### 11. Description of tasks:

Under the direct supervision of the UNFPA China Communications Analyst, the UN Volunteer will undertake the following tasks:

#### **Support to Communications and Advocacy**

- Plan and implement UNFPA China media and communications events and activities, particularly digital communications by working closely with and supporting the Communication Analyst and programme teams.
- Write, edit and translate communications materials, including press releases, speeches, statements, policy briefs and PowerPoints in both English and Chinese languages.
- Design visual products for both online and offline distribution, including posters, invitation and social media cards, short videos.
- Assist in managing the office's digital platforms, including sourcing and preparing content for the website and WeChat, monitoring and responding to public inquiries.
- Support in providing internal and external technical trainings on professional writing, photographing and video editing, as well as social media management.
- Take initiative in coordinating and leading youth-led communication and advocacy initiatives for the causes of women and girls.

#### **Support to Knowledge Sharing and Documentation**

- With guidance of and support from the communications and programme teams, assist in the generation of substantive knowledge by analyzing and synthesizing information relevant to UNFPA's programmatic areas in China.
- Contribute to documentation of best practices and lessons learnt from UNFPA's programme for internal and external learning and sharing.

- Support in preparations of evidence-based fact sheets, issue briefs, policy notes and investment case briefs to support the Country Office's communications and resource mobilization efforts.

**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:**

- Contributed to UNFPA China's visibility and public profile by providing substantial inputs to the communications products development, online and offline communications with improved public outreach.
- Contributed to expansion of media and communications partnerships for UNFPA mandate and work in China.
- Contributed to knowledge sharing and demonstrated impact of UNFPA's programme interventions for internal and external audiences.
- 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.

**13. Qualifications/Requirements:**

**Education:**

Required Degree Level: Bachelor's degree

Education - Additional Comments: Currently studying towards a degree in English studies, communications, journalism, multimedia design, international development, partnerships, public relations or social science.

**Professional experience:**

Minimum years of experience: 0 years

**Language Requirements:**

English; working language; mandatory

Chinese; working language; mandatory

**Competencies and values: Please choose in the following boxes.**

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- 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 (For youth only)**

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. Living Conditions:**

The duty station of the national UN Volunteer is located in Beijing city, where modest public infrastructure and health services are available. It is the foremost political and cultural metropolis in China. The city has excellent health services available.

In general, rent for apartments in central locations is high relative to other regions in China, but quality is good. Beijing is well served by many shopping malls, large supermarket chains and international brands. Buses and subways are the most common form of mass transportation. Metered taxis are widely available and domestic and regional travel by train and airplane is popular.

*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. In China the VLA is **8161.91 RMB** per month. 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 covered by UNV. The National UN Volunteer is entitled to 2.5 days personal leave per month and government official holidays.

#### **16. Hiring Manager: Shujun Liu, Communications Analyst, UNFPA China**

#### **17. Supervisor and email: Shujun Liu, [sliu@unfpa.org](mailto:sliu@unfpa.org)**

##### *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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## 联合国志愿人员任务说明

### 序言：

联合国志愿人员组织（UNV）是通过全球志愿者服务促进世界和平与发展的联合国组织。志愿服务能够加快发展节奏、转变发展本质，能够使整个社会和单一个体受益。通过在全球范围内倡导志愿服务，鼓励合作伙伴将志愿服务纳入发展方案，并动员志愿者，为和平与发展作出贡献。

在大多数文化中，志愿服务都根植于社区内部长久建立的共享与支持传统。在此背景下，联合国志愿者参加了各种形式的志愿服务，与同僚、东道国机构和当地社区一起，促进和平与发展。

联合国志愿者通过落实各项任务推动志愿服务的发展。参与志愿活动可以积极有效地加深志愿人员对当地社会情况的理解，搭建起他们和当地社区沟通的桥梁，使其工作更富有成效。

1. 志愿者类别：本国青年志愿者
2. 派任地点类型：联合国本国志愿者（仅限中国公民）
3. 岗位名称：传播助理
4. 与联合国志愿人员组织战略框架的联系：青年
5. 工作地点，国家：中国，北京
6. 服务期（以月份为单位）：12个月
7. 预计到岗日期：2023年11月

8. 主办机构/主办研究所：联合国人口基金
9. 可持续发展目标：可持续发展目标 3、5、10、17
10. 组织背景/项目：

联合国人口基金（UNFPA）是联合国的性与生殖健康机构。它的使命是创造一个人人都希望怀孕、安全分娩和发挥年轻人潜能的世界。自 1969 年成立以来，人口基金一直领导着帮助发展中国家妇女克服其生殖权利和选择方面的社会经济和文化障碍的工作。

人口基金正在约 150 个国家实地改善生活，这些国家的人口占世界总人口的 80%。在 1994 年《国际人口与发展会议行动纲领》和可持续发展目标的指导下，人口基金与各国政府、民间社会、媒体、学术界、其他联合国机构和私营部门合作，共同推进其使命。

自 1979 年以来，人口基金与中国政府在不同专题领域开展了密切合作。人口基金目前正在实施第九个国家方案（2021-2025 年）（CP9），该方案与中国政府的发展愿景相辅相成，包括中国国民经济和社会发展第十四个五年计划和到 2035 年的远景目标，并与同期的联合国可持续发展合作框架相一致。

人口基金国家方案通过研究、能力建设、宣传、试点项目和干预措施，支持国家和地方层面的政策改革和发展。其目的是普及性健康和生殖健康，实现生殖权利和性别平等，重点是妇女和青年，特别是更有可能被落下的弱势群体，如残疾妇女和青年。

## 11. 任务描述：

在联合国人口基金中国传播分析员的直接监督下，联合国志愿人员将执行以下任务：

### **支持传播和宣传**

1. 通过与传播分析员和方案团队密切合作并为其提供支持，规划和实施人口基金中国的媒体和传播活动，特别是数字传播。
2. 撰写、编辑和翻译中英文传播材料，包括新闻稿、演讲稿、声明、政策简报和 PowerPoint。
3. 设计用于在线和离线传播的视觉产品，包括海报、邀请函和社交媒体卡片、视频短片。
4. 协助管理办公室的数字平台，包括为网站和微信寻找和准备内容，监测和回应公众咨询。
5. 支持提供有关专业写作、摄影和视频编辑以及社交媒体管理的内部和外部技术培训。



6. 主动协调和领导由青年领导的妇女和女童事业交流和宣传活动。

### 支持知识共享和文件编制

1. 在传播和方案团队的指导和支持下，通过分析和综合与人口基金在中国的方案领域相关的信息，协助生成实质性知识。
2. 协助记录人口基金方案的最佳做法和经验教训，供内部和外部学习和共享。
3. 支持编写以证据为基础的概况介绍、问题简报、政策说明和投资案例简报，以支持国家办事处的宣传和资源调动工作。

此外，还鼓励联合国志愿人员：

- 通过阅读联合国志愿人员组织的相关出版物和外部出版物以及积极参与联合国志愿人员组织的活动（例如，国际志愿服务年庆祝活动），加强他们对志愿服务概念的认识和理解；
- 了解并借鉴东道国传统和/或当地的志愿服务形式；
- 反思自己正在开展的志愿行动的类型和质量；
- 提供有关实地经验的新闻和文章，并将其提交给联合国志愿人员组织的出版物/网站、通讯、新闻稿等；
- 协助为新到联合国志愿人员组织的志愿人员实施志愿人员伙伴计划；
- 推广在线志愿服务，鼓励个人和组织在技术可行的情况下使用联合国志愿人员组织在线志愿服务。

### 12. 成果/预期产出：

- 通过为传播产品开发、在线和离线传播提供实质性投入，改善公众外联，为提高人口基金中国办事处的知名度和公众形象做出了贡献。
- 为扩大人口基金在中国的任务和工作的媒体和传播伙伴关系做出了贡献。
- 促进知识共享，并向内部和外部受众展示人口基金方案干预措施的影响。
- 在整个任务期间的所有活动中系统地应用、整合和记录年龄、性别和多样性观点。
- 关于任务期间志愿服务促进和平与发展成就的最后说明，如报告动员的志愿人员人数、参加的活动和发展的能力。

### 13. 资格/要求：

教育：

所需学位水平：学士学位

其他要求：目前正在攻读英语研究、传播学、新闻学、多媒体设计、国际发展、伙伴关系、公共关系或社会科学学位。

### 职业经历

最低工作年限：0 年

### 语言要求：

英语；工作语言；必修

中文；工作语言；必修

### 能力和价值观：

- 问责制
- 适应性和灵活性
- 建立信任
- 客户导向
- 承诺与动力
- 致力于不断学习
- 沟通
- 创造力
- 为他人赋能
- 道德与价值观
- 诚信
- 判断和决策
- 知识共享
- 领导能力
- 绩效管理
- 规划和组织
- 专业精神
- 尊重多样性
- 自我管理
- 技术意识
- 愿景

## 团队合作

学习期望（仅适用于青年）：

学习和发展是联合国青年志愿者任务的核心部分，在其实地任务之前、期间和之后都会进行。理想情况下，提供各种学习和发展机会的目的是加强志愿人员的技能和能力，提高任务质量，并使志愿人员保持高昂的积极性。

联合国青年志愿者的学习内容包括：

专业技能：包括与任务相关的具体能力和反思；在职技能，如时间管理、解决问题、团队建设；以及职业准备，如面试技巧、简历准备、求职。

人际交往技能：包括沟通和倾听技能；多元文化意识和文化能力；冲突和压力管理。

与志愿服务相关的技能：包括领导能力、公民责任、参与和积极参与。

除联合国志愿人员组织提供的学习机会外，东道机构还将支持与联合国青年志愿者任务相关的技术领域的知识和能力发展。东道机构将自费为联合国青年志愿者提供参加为其工作人员提供的培训课程和讲习班的平等机会。

## 14. 生活条件：

国家联合国志愿人员的工作地点位于北京市，这里的公共基础设施和医疗服务设施都很简陋。北京是中国最重要的政治和文化大都市。该市提供优质的医疗服务。

一般来说，中心地段的公寓租金相对中国其他地区较高，但质量较好。北京有许多购物中心、大型连锁超市和国际品牌。公共汽车和地铁是最常见的大众交通工具。打表出租车很普遍，乘坐火车和飞机进行国内和地区旅行也很受欢迎。

## 15. 本国联合国志愿人员的服务条件

国家联合国志愿人员领取标准的志愿人员生活津贴（VLA），用于支付他们的住宿和基本生活费用。在中国，志愿者生活津贴为每月 8161.91 元人民币。联合国国家志愿人员可享受优厚的医疗、人寿和伤残保险。此外，还将提供适度的安家补助金和任务结束津贴，以及往返工作地点的差旅费。联合国志愿人员组织不承担前往工作地点的国际旅费。本国联合国志愿人员每月享有 2.5 天的个人假期和政府法定假日。

16. 招聘经理：Shujun Liu, 传播分析员, 联合国人口基金中国办公室

17. 主管和电子邮件：Shujun Liu, [sliu@unfpa.org](mailto:sliu@unfpa.org)

## 包容性声明

联合国志愿人员组织是一个机会均等的组织，欢迎合格的专业人员申请。我们致力于在性别、护理受保护特征方面实现多样性。作为遵守联合国志愿人员组织价值观的一部分，所有联合国



志愿人员承诺打击任何形式的歧视，促进对人权和个人尊严的尊重，不分种族、性别、性别认同、宗教、国籍、民族血统、性取向、残疾、怀孕、年龄、语言、社会出身或其他身份。



## 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.

### **General**

<b>Assignment title:</b>	Associate Project Officer – Culture Sector
<b>UN Host Entity:</b>	UNESCO
<b>Country of assignment:</b>	Republic of the Congo
<b>Duty station:</b>	Brazzaville
<b>Family / non-family duty station:</b>	Family Duty Station
<b>Volunteer category:</b>	International UN University Volunteer
<b>Duration:</b>	6 months
<b>Expected starting date:</b>	November/December 2023
<b>Sustainable Development Goal:</b>	11. Sustainable Cities and Communities

### **Details**

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## Organization mission and objectives

UNESCO is the United Nations Educational, Scientific and Cultural Organization. Its mission is to contribute to the building of a culture of peace, the eradication of poverty, sustainable development and intercultural dialogue through education, the sciences, culture, communication, and information.

## Assignment context

The national UN Volunteer will support the UNESCO Brazzaville's office with daily activities, projects and priorities of the Culture sector, namely with regards to the promotion of cultural and creative industries. The incumbent is also responsible for ensuring UNESCO's contribution to the 'Delivering as One' exercise in the field of culture in Congo within the framework of the priorities to the inter-agency work defined for the Office, while positioning UNESCO in the United Nations relevant frameworks. Furthermore, the incumbent, will contribute to the design, implementation, monitoring and reporting on programmes and projects as well as resource mobilization activities undertaken by the Office in the framework of UNESCO's global priorities (Africa and Gender Equality), and transversal thematic areas, such as Culture and Education, Culture and Climate Change, Indigenous Peoples, in accordance with the Culture sector's priorities for the 2023-2024 Biennium.

## Task description

Under the direct supervision of the UNESCO's Head of Office in Congo and the Head of the Culture Sector in Central Africa, the UN Volunteer will undertake the following tasks:

- Contribute to the development of policies, strategies and plans in Congo in line with the Culture Sector's strategies and priorities. Assist in providing policy advice, technical assistance, capacity-building and networking support to national and local authorities to promote culture as a tool for sustainable development,
- Participate in the processes to identify, design, implement, monitor and report on projects to reinforce the Regular Programme through the mobilization of voluntary contributions and partnerships.
- Assist to identify entry points for culture in the UN joint programmes and programming processes in line with national activities and needs, contribute to their design, implementation, monitoring, evaluation and reporting.
- Help in maintaining the visibility of the Culture sector activities in Congo through the drafting of newsletter articles and social media publications for the UNESCO's webpages (Facebook and Twitter)
- Serve as a liaison between UNESCO and partners in

the cultural sector, in particular the Ministry of Culture, and report regularly ;

- Complete other tasks and responsibilities which may be assigned by the supervisor ;
- Making recommendations for improvement where feasible and appropriate.

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.;
- 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** Master's degree

**Minimum experience** 1/2 years

**Area(s) of expertise:** Master degree in the field of culture, social sciences, political science, international relations, humanities, or a related discipline

## **Skills and experience description**

- Demonstrated interest and/or experience in project design and implementation, preferably in the sphere of culture
- Experience working with government, civil society, and local partners
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Experience taking on leadership roles through campus and/or extra-curricular activities
- Good interpersonal skills and ability to work well as a part of a team or individually
- Good writing and communication skills
- Ability to work under pressure and prioritise effectively

## **Language skills**

**T.** +49 (0) 228-815 2000  
**F.** +49 (0) 228-815 2001

**A.** Platz der Vereinten Nationen 1, 53113 Bonn, Germany  
**W.** [www.unv.org](http://www.unv.org)

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French                      mandatory  optional   
                                    basic  fair  working knowledge  fluent  mother tongue

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
- 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



**Driving license needed:** **No**

**Living conditions**

Brazzaville is the capital of the Republic of the Congo, with a population of about 2,6 million people. Also called *Brazza la verte*, Brazzaville is the home of the Congolese Rumba, la SAPOLOGIE (Congolese fashion), and a great cultural crossroads where artistic activity and intellectual activity thrive.

Brazzaville is an artistic hub, a historical city with a large number of cultural assets, in particular a heritage linked to diversity, music and the arts. Music is fully integrated in the urbanity of Brazzaville where almost all streets have spaces for the sharing of music.

The climate in Brazzaville is relatively hot and humid, with annual precipitation between October and June. There is a short dry season from January to February and a long dry season from June to September.

**Name of Hiring Manager:** Fatoumata BARRY MAREGA

**Title, Department:** Head of Office

**Email of hiring manager:** [f.marega@unesco.org](mailto:f.marega@unesco.org)

**Name of supervisor:** Dodé HOUEHOUNHA

**Title, Department: Manager:** Dodé HOUEHOUNHA

**Title, Department:** Head of the Culture Sector in Central Africa

**Email of supervisor:** [d.houehounha@unesco.org](mailto:d.houehounha@unesco.org)



## 联合国志愿人员任务说明

### 序言:

联合国志愿人员组织 (UNV) 是通过全球志愿者服务促进世界和平与发展的联合国组织。志愿服务能够加快发展节奏、转变发展本质, 能够使整个社会和单一个体受益。通过在全球范围内倡导志愿服务, 鼓励合作伙伴将志愿服务纳入发展方案, 并动员志愿者, 为和平与发展作出贡献。

在大多数文化中, 志愿服务都根植于社区内部长久建立的共享与支持传统。在此背景下, 联合国志愿者参加了各种形式的志愿服务, 与同僚、东道国机构和当地社区一起, 促进和平与发展。

联合国志愿者通过落实各项任务推动志愿服务的发展。参与志愿活动可以积极有效地加深志愿人员对当地社会情况的理解, 搭建起他们和当地社区沟通的桥梁, 使其工作更富有成效。

### 一般性说明:

岗位名称:	协调项目官员 - 文化部门
服务机构:	联合国教科文组织
服务国:	刚果
服务站点:	布拉柴维尔
家庭站点/非家庭站点:	家庭站点
志愿者类别:	国际大学生志愿者

T.+49 (0) 228-815 2000  
F.+49 (0) 228-815 2001

A.德国波恩国家大道广场1,53113号  
W.[www.unv.org](http://www.unv.org)

*We are inspiration in action*

持续时间:	6个月
预计开始日期:	2023年11月/12月
可持续发展目标:	11、可持续城市和社区

## 任务详细信息

### 机构使命和目标

教科文组织是联合国教育、科学及文化组织。其使命是通过教育、科学、文化、传播和信息，促进和平文化建设、消除贫困、可持续发展和文化间对话。

### 任务内容:

本国联合国志愿人员将协助教科文组织布拉柴维尔办事处开展文化部门的日常活动、项目和优先事项，即促进文化和创意产业。任职者还负责确保教科文组织在为该办事处确定的机构间工作优先事项框架内，为刚果文化领域的“统一行动”做出贡献，同时在联合国相关框架内定位教科文组织。此外，任职者还将根据2023-2024双年度文化部门的优先事项，在教科文组织全球优先事项（非洲和性别平等）以及文化与教育、文化与气候变化、土著人民等横向专题领域的框架内，协助设计、实施、监测和报告该办事处开展的方案和项目以及资源调动活动。

### 任务描述:

在教科文组织刚果办事处主任和中部非洲文化部门负责人的直接领导下，联合国志愿人员将承担以下任务：

- 根据文化部门的战略和优先事项，协助制定刚果的政策、战略和计划。协助向国家和地方当局提供政策建议、技术援助、能力建设和网络支持，促进文化成为可持续发展的工具、

- 参与确定、设计、实施、监督和报告项目的工作，通过动员自愿捐款和建立合作伙伴关系来加强正常计划。
- 根据各国的活动和需求，协助确定联合国联合计划和计划编制过程中的文化切入点，为其设计、实施、监督、评估和报告做出贡献。
- 通过为教科文组织的网页 (Facebook 和 Twitter) 起草通讯文章和社交媒体出版物，帮助保持刚果文化部门活动的影响力。
- 充当教科文组织与文化部门合作伙伴，特别是文化部之间的联络人，并定期提交报告；
- 完成主管可能指派的其他任务和职责；
- 在可行和适当的情况下提出改进建议。

此外，还鼓励联合国志愿人员：

- 通过阅读相关的 UNV 和外部出版物，并积极参与 UNV 活动（例如，国际志愿者日庆祝活动），加强对志愿主义概念的知识和理解。
- 熟悉并建立在东道国的传统和/或本地志愿服务形式的基础上；
- 反思他们正在进行的自愿行动的类型和质量；
- 在领域经验上做出贡献并将其提交给联合国志愿人员计划的出版物/网站、通讯、新闻稿等。
- 协助新到达的 UNV 志愿者参与 UNV 伙伴计划；
- 推广在线志愿服务，并鼓励个人和组织在技术可行的情况下使用联合国在线志愿服务。

### 必备条件：

要求的学位等级：高中教育水平

最低经验：1/2年

精通领域：文化、社会科学、政治学、国际关系、人文学科或相关专业的硕士学位

### 技能和经验描述:

- 表现出对项目设计和实施的兴趣和/或经验，最好是在文化领域
- 具有与政府、民间社会和当地合作伙伴合作的经验
- 曾有过志愿者经历和/或其他文化经历（如学习、志愿者工作、实习）者优先考虑；
- 有通过校园和/或课外活动担任领导职务的经验
- 良好的人际交往能力，能够很好地作为团队成员或个人开展工作
- 良好的写作和沟通能力
- 能够在压力下工作，并能有效地确定优先次序

### 语言技能:

英语，必修；

法语，工作语言。

### 能力和价值观:

- 问责制
- 适应性和灵活性
- 建立信任
- 客户导向
- 承诺和动力
- 致力于不断学习
- 沟通
- 创造力
- 为他人赋能
- 道德与价值观

- 诚信
- 判断与决策
- 知识共享
- 领导能力
- 绩效管理
- 规划和组织
- 专业精神
- 尊重多样性
- 自我管理
- 技术意识
- 愿景
- 团队合作

**需要驾驶执照：不**

### 生活条件：

布拉柴维尔是刚果共和国的首都，人口约 260 万。布拉柴维尔也被称为“绿色布拉柴维尔”，是刚果伦巴舞和刚果时装的发源地，也是艺术活动和知识活动蓬勃发展的文化十字路口。

布拉柴维尔是一个艺术中心，一个拥有大量文化资产的历史名城，尤其是与多样性、音乐和艺术相关的遗产。音乐完全融入了布拉柴维尔的城市生活，几乎所有的街道都有分享音乐的空间。



布拉柴维尔的气候相对炎热潮湿，年降水量在 10 月至次年 6 月之间。一月至二月为短旱季，六月至九月为长旱季。

招聘经理: Fatoumata BARRY MAREGA

职称, 部门: 办公室主管

招聘经理电子邮件: [f.marega@unesco.org](mailto:f.marega@unesco.org)

主管: Dodé HOUEHOUNHA

职称, 部门: 经理

主管电子邮件: [d.houehounha@unesco.org](mailto:d.houehounha@unesco.org)