



## 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, China**

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

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

**7. Expected Starting Date: August/September 2025 (Pending work visa approval)**

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

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

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

**A.** Platz der Vereinten Nationen 1, 53113 Bonn, Germany

**W.** [www.unv.org](http://www.unv.org)

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**Need Driving License:** N/A

**Assignment Type:** Family Duty Station

#### **10. Organizational Context/Project:**

The United Nations University (UNU) is a global think tank and postgraduate teaching organization within the United Nations System. UNU engages in policy-relevant research, capacity development, and knowledge dissemination in furtherance of the purposes and principles of the United Nations. The work of UNU contributes to solving pressing global problems that are the concern of the United Nations and its Member States.

For the past five decades, UNU has been a source of impartial research on sustainability, human security, and economic development. With hundreds of researchers working at institutes in 12 countries, UNU's expertise spans the full breadth of the 17 Sustainable Development Goals, generating policy-relevant knowledge to effect positive global change. UNU collaborates closely with other UN entities and leading research institutions across the globe. For more information, please visit <http://unu.edu>.

UNU Institute in Macau (UNU Macau) is one of 14 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
- 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 events and campaigns:**

- Liaise with the communications team and external partners to ensure support for activities, such as but not limited to the UNU Macau AI Conference 2025 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;
- Play a key role in supporting institutional events;
- News and information is provided on a timely basis for insitutional 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:**

- ☒ 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**

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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. Please check the VLA through the following link: <https://app.unv.org/calculator>. The National UN Volunteer is entitled to an excellent health, life and disability insurance package. A modest entry lump sum and exit lump sum allowance will also be provided. 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. Hiring Manager: Qian DAI**

##### *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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## 联合国志愿者任务描述

### 序言：

联合国志愿人员组织（UNV）是联合国系统内致力于通过志愿服务推动全球和平与发展的专门机构。志愿服务能够推动发展，既造福整个社会，也惠及志愿者个人。UNV 通过在全球倡导志愿服务理念、鼓励合作伙伴将志愿服务纳入发展规划以及动员志愿人员等方式，为和平与发展事业作出贡献。

志愿服务精神深深植根于世界大多数文化传统之中，体现为源远流长的社区互助与共享理念。在此背景下，联合国志愿者以多种形式参与志愿服务，与同事、驻地联合国机构和当地社区携手促进和平与发展。

在任务服务期间，联合国志愿者通过实际行动弘扬志愿服务精神。参与志愿活动能够有效且积极地加深他们对当地社会现状的理解，并在他们与驻地国人民之间架起沟通的桥梁。这将使他们的联合国志愿服务经历更具意义、更富成效。

1. **志愿者类别：**本国青年
2. **联合国志愿者任务类型：**联合国本国志愿者（仅限中国籍）
3. **任务名称：**传播助理
4. **关联的联合国志愿人员组织战略框架：**通过志愿计划发展国家能力
5. **服务地点（国家、城市）：**中国，澳门特别行政区
6. **任务时长：**12 个月  
**合同延期可能性（是/否）：**否
7. **预计服务开始日期：**2025 年 8 月/9 月（视工作签证情况而定）
8. **服务机构：**联合国大学澳门研究所
9. **关联的可持续发展目标：**目标 9：产业、创新和基础设施  
**是否需要驾照：**否

## 10. 机构背景与项目简介:

联合国大学（UNU）是联合国系统内的全球智库和研究生教学机构。UNU 致力于政策研究、能力建设和知识传播，发扬联合国的宗旨和原则。UNU 着力解决联合国及其会员国所关注的亟需解决的全球问题。

过去五十年间，UNU 一直推进在可持续发展、人类安全和经济发展领域的公正研究。UNU 有数百名研究人员，分布于 12 个国家的研究所，其专业知识涵盖 17 个可持续发展目标，提供政策相关知识，推动全球变革朝积极方向发展。UNU 与联合国其他实体以及全球领先的研究机构密切合作。更多信息请访问 <http://unu.edu>。

联合国大学澳门研究所是联合国大学系统内 14 个研究与培训机构之一的智库。联合国大学澳门研究所聚焦数字技术与可持续发展的交叉研究。研究所开展政策相关研究并提出解决方案，运用影响力较大的创新与最新技术，应对联合国 2030 年可持续发展议程中提出的紧迫挑战。通过研究，联合国大学澳门研究所鼓励以数据和循证为基础的行动与政策，为实现可持续发展目标做出贡献。

本研究所的使命之一是培养新一代跨学科的计算、信息和社会科学家及工程师，使其成为信息和通信技术（ICT）领域的领导者，推动发展。为此，本所将组建一支专家团队，协助实现本所的使命和工作计划。本所的研究侧重于应用，并致力于在国际、区域和国家层面为联合国系统带来政策性影响。

联合国大学澳门研究所位于中国澳门特别行政区（SAR），是联合国在澳门的唯一机构。澳门是亚洲最具活力的地区之一，科技创新已成为推动社会和经济变革的重要力量。澳门也是粤港澳大湾区（GBA）的一部分，汇聚了众多私营企业和科技巨头。澳门毗邻中国大陆、香港特别行政区以及日本、韩国、泰国和越南等其他亚洲国家，其地理优势为研究人员和专家提供了绝佳的机会，使他们能够最大限度地发挥研究成果的影响力。

## 11. 任务描述:

传播助理需向联合国大学澳门研究所的传播与对外关系官员汇报工作。作为联合国大学传播团队和联合国驻华传播小组的成员，传播助理需负责制定机构传播工作计划和日程安排，提出区域背景下多媒体内容研究和制作的工具，开发和维护在线平台，并支持外联工作与宣传活动。传播专员将承担以下工作：

### 制定并维护机构传播工作计划和策略:

- 依据机构优先事项，制定并维护传播工作计划和日程表，重点关注网络内容和社交媒体；
- 支持制定机构传播与宣传策略
- 为联合国大学澳门研究所的实习生和工作人员（尤其是传播研究员）提供支持和培训。

### 内容研究与制作:

- 同联合国大学澳门研究所的研究人员协作，探索适用于所有传播目的的数字方案；
- 与联合国大学澳门研究所传播团队协商内容制作，重点关注多媒体内容；
- 根据机构优先事项，准备最新的信息、文章和出版内容；
- 根据需要安排材料的翻译，确保材料的品牌和质量。

### 支持活动和宣传:

- 与传播团队和外部合作伙伴保持联络，为活动提供支持，包括（但不限于）联合国大学澳门研究所2025年人工智能大会等；
- 收集、分析数据，提供反馈，为活动形成最终报告；
- 支持外联活动，提高联合国大学澳门研究所的知名度和媒体关注度，并宣传本所对当地社区的贡献。

此外，联合国志愿者应在服务期间践行本机构使命，通过社区参与推广志愿服务。为此，志愿者应安排部分工作时间开展以下建议活动：

- 研读 UNV 及相关出版物，深化对志愿服务理念的认知，并积极参与国际志愿者日等活动；
- 学习借鉴驻在国传统/本土志愿服务形式；
- 提交年度及任期结束述职报告，总结工作成果与发展建议；
- 撰写实地工作见闻，投稿 UNV 出版物/网站、简报及新闻稿；
- 参与 UNV 伙伴计划，指导新到岗志愿者；
- 向当地团体推广线上志愿服务，在条件允许时引导当地个人及机构使用 UNV 在线志愿服务平台。

## 12. 服务成果及预期产出：

- 制定并妥善维护传播工作计划和日程表；
- 妥善维护联合国大学澳门研究所的社交媒体账户和网站；
- 创建并妥善维护机构简报；
- 在支持机构活动中发挥关键作用；
- 及时提供新闻和信息，促进机构和全球传播；
- 为实习生和传播研究员提供培训与指导，确保其能够正确并熟练使用社交媒体和传播工具；
- 为联合国大学澳门研究所的重大活动准备新闻稿和评论。

## 13. 任职资格/要求：

### 学历要求：

新闻、传播及相关领域硕士学位

### 工作经验要求：

1 年内容制作经验。

具备多媒体内容编辑、设计和发布经验者优先。

### 语言要求：

英语：工作语言，必须

中文：工作语言，必须

粤语：优先

**能力与价值观：**

- ☒ 承担责任
- ☒ 适应性与灵活性
- ☐ 建立信任
- ☒ 客户优先
- ☐ 承诺与动力
- ☒ 持续学习
- ☒ 沟通能力
- ☒ 创造能力
- ☐ 赋能他人
- ☒ 道德与价值
- ☒ 诚信正直
- ☐ 判断与决策能力
- ☒ 分享知识
- ☐ 领导力
- ☐ 绩效管理
- ☒ 规划与组织能力
- ☒ 专业能力
- ☒ 尊重多元
- ☒ 自我管理
- ☒ 科技意识
- ☒ 远见卓识
- ☒ 团队合作

**学习期望**

学习与发展是联合国青年志愿者派遣任务的核心组成部分，贯穿服务前、服务中及服务后全过程。通过提供多样化的学习发展机会，旨在强化志愿者专业技能、提升工作质量并保持其工作积极性。

联合国青年志愿者的学习内容包括以下方面能力培养：

专业技能：包括岗位专项能力提升与反思；时间管理、问题解决、团队建设等工作实务技能；以及面试技巧、简历撰写、求职准备等职业发展能力。

人际交往技能：包括沟通与倾听技巧；多元文化认知与文化胜任力；冲突与压力管理能力。

志愿服务相关技能：包括领导力培养；公民责任意识；社会参与及实践能力

除联合国志愿人员组织（UNV）提供的学习机会外，联合国大学（UNU）将为联合国青年志愿者提供与其任务相关的专业技术领域知识培训与能力建设支持。联合国大学（UNU）将自费为联合国青年志愿者提供与其工作人员同等的培训课程及研讨会参与机会。

**14. 其他信息：****生活条件**



联合国本国志愿者工作地点位于澳门，该城市拥有完善的公共基础设施和医疗卫生服务。

[探索版块](#)提供许多国家/地区的生活条件信息。

#### 15. 服务条件（联合国本国青年志愿者）

联合国志愿者每月可领取志愿者生活津贴（VLA），用于支付住房和基本生活开支。请访问 <https://app.unv.org/calculator> 查看志愿者生活津贴。联合国本国青年志愿者享有优厚的健康、人寿及残疾保险。在此基础上，志愿者还将获得一笔适度的入职和离职津贴。UNV 不承担前往工作地点的国际旅费。志愿者每月享有 2.5 天的个人假和政府公假。

#### 16. 岗位负责人：Qian DAI

##### *包容性声明*

*联合国志愿人员组织秉持平等机会原则，诚邀符合资质的专业人士踊跃申请。我们致力于在性别、国籍、年龄及文化背景等方面实现多元化。出于对 UNV 价值的坚守，所有联合国志愿者都将致力于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、族裔、性取向、残疾、怀孕、年龄、语言、社会出身或其他身份。*



## DESCRIPTION OF ASSIGNMENT

<b>Assignment title:</b>	<b>Graphic Design Assistant</b>
<b>UN Host Entity:</b>	<b>WHO</b>
<b>Country of assignment:</b>	<b>Egypt</b>
<b>Duty station:</b>	<b>Cairo</b>
<b>Family / non-family duty station:</b>	Family Duty Station
<b>Volunteer category:</b>	International UN University Volunteer
<b>Duration:</b>	6 months
<b>Possibility of extension:</b>	No
<b>Expected starting date:</b>	August 2025
<b>Sustainable Development Goal:</b>	3. Good Health and Well-being

### Organization mission and objectives

The World Health Organization serves as the directing and coordinating authority for public health within the United Nations system. WHO seeks to promote health, ensure everyone can attain the highest level of health, keep the world safe and serve the vulnerable through partnerships, people and countries.

### Assignment context

Strategic Communications For Health (SCH) unit is an integrated part of the Department of Communications, Resource Mobilization and Partnership (CRP) at the WHO Regional Office for the Eastern Mediterranean (WHO/EMRO). The unit's Strategic Objective is to reinforce WHO's role as the trusted health authority, and to share evidence-based health information in the Region. The program's specific objectives are to:

- Reach the public, donors, media and other stakeholders with accurate, timely and appealing information through traditional and innovative platforms to:
  - promote WHO's impact and credibility as the leading voice for public health;
  - highlight health needs across the region through human stories;
  - communicate health risks and dispel misinformation.
- Enhance WHO's capacity to communicate for health, foster partnerships with the media and other key stakeholders, and attract resources for strategic priorities;
- Reaffirm WHO staff's knowledge of and pride in the work of the Organization;
- Advise senior management on issues that affect

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WHO's reputation and credibility.

### Task description

Within the delegated authority and under the supervision of **Senior Communication Manager** or his/her designated mandated representative(s), the UNV **Corporate Design and Branding Assistant** will:

- Assist in developing design solutions (including but not limited to quote cards, infographics, 2D animated GIFs, banners, photo stories, illustrative cards, etc) for the use on WHO/EMRO official social/digital media in formats and sizes suitable for each platform (e.g. Facebook, Twitter, Instagram, web, etc)
- Assist in developing design products (including but not limited to posters, brochures, leaflets, factsheets, etc) and visual identities and - in compliance with the WHO/EMRO design and branding standards- for public health campaigns and events;
- Develop all designs in electronic format for final review and approval by the supervisors and/or concerned technical focal points; prepares for production and distribution, including print, web and electronic output; makes comprehensive presentations detailing each design proposal; ensures design of printed, web and electronic products are complementary;
- Prepare professional ready-to-print files for printed materials as well as providing guidance and support throughout the production process including a quality control
- Stay abreast of new design trends and most current technology in brand, print and digital design and in the publishing field;
- Any other related tasks as may be required or assigned by the supervisor.

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme in date within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- 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 self-reports on UN Volunteer actions, results and opportunities.
- 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.

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## 12. Results/expected outputs:

- Increased quantity and enhanced quality of corporate & social media design products
- Timely delivery of creative concepts and quality design solutions for corporate public health campaigns.
- A final statement of achievements towards volunteerism for development during the assignment
- 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

### **Requirements**

**Required education level:** Secondary Education, currently studying towards a degree in Graphic Design or a relevant field

**Minimum experience:** 1 month

**Minimum relevant experience:** 0 years

### **Skills and experience description**

Demonstrated interest in: [please specify thematic/technical areas]

- Creative communications
- 

Skills in:

- Graphic Design
- 

**Area(s) of expertise** [select all that apply]

<input type="checkbox"/> Administration <input type="checkbox"/> Agriculture <input type="checkbox"/> Architecture and settlements <input checked="" type="checkbox"/> Arts and design <input type="checkbox"/> Business management <input checked="" type="checkbox"/> Communication <input type="checkbox"/> Community development <input type="checkbox"/> Crisis and emergency response <input type="checkbox"/> Development programmes <input type="checkbox"/> Economics and finance <input type="checkbox"/> Education <input type="checkbox"/> Elections and governance <input type="checkbox"/> Energy and environment <input type="checkbox"/> Engineering and construction <input type="checkbox"/> Facility management	<input type="checkbox"/> Health <input type="checkbox"/> Human resources <input checked="" type="checkbox"/> Information technology <input type="checkbox"/> Legal affairs <input type="checkbox"/> Logistics and inventory <input type="checkbox"/> Manual labour and skilled trades <input type="checkbox"/> Natural and life sciences <input type="checkbox"/> Procurement and contracting <input type="checkbox"/> Product safety <input type="checkbox"/> Security and protection <input type="checkbox"/> Social work <input type="checkbox"/> Translation and interpretation <input type="checkbox"/> Transport <input type="checkbox"/> Volunteer management
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## Language skills

English:

- working knowledge ☒ fluent ☐
- mandatory ☒ desired ☐

## Competencies and Values [please indicate all that apply]:

- ☐ 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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- ☒ 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

### **Living conditions**

Cairo, Egypt is a family duty station with a wide range of services (health, education and leisure) and good living conditions. It has long been a center of the region's political and cultural life, with high levels of tourism. Like other similar cities, Cairo offers good quality of life in terms of access to shopping centers, banks, medical services, educational facilities, cultural events, etc. The Arab Republic of Egypt has a unique geographical position in Northeast Africa, at the crossroads of Europe and Asia, on the Mediterranean and Red Sea, and its connection to Sub Saharan Africa through the Nile Valley.

Name of hiring manager: Mr Omid Mohit

Title, department: Senior Communications Manager, Communications, Resource  
Mobilization & Partnerships Department

Name of supervisor: Mr Omid Mohit

Title, department: Senior Communications Manager, Communications, Resource  
Mobilization & Partnerships Department

## 联合国志愿者任务描述

1. 任务名称: **平面设计助理**
2. 服务机构: **世界卫生组织 (WHO)**
3. 服务地点 (国家、城市): **开罗, 埃及**
4. 家属随行工作地点: **家属工作站**
5. 志愿者类型: **联合国国际大学生志愿者**
6. 任务时长: **6 个月**
7. 合同延期可能性\*: **无**
8. 预计服务开始日期: **2025 年 8 月**
9. 关联的可持续发展目标: **3. 良好的健康与福祉**

### 10. 机构使命和目标:

世界卫生组织是联合国系统内公共卫生的指导和协调机构。世卫组织致力于促进健康，确保人人能获得最高水平的健康，维护世界安全，并通过伙伴关系、人民和国家为弱势群体服务。

### 11. 任务背景

卫生战略传播组 (SCH) 是世界卫生组织东地中海区域办事处 (WHO/EMRO) 传播、资源动员和伙伴关系部 (CRP) 的一个组成部分。该部门的战略目标是加强世卫组织作为可信赖的卫生权威机构的作用，并在该地区共享以证据为基础的卫生信息。该计划的具体目标是：

- 通过新老平台，向公众、捐助者、媒体和其他利益相关方提供准确、及时和有吸引力的信息，以便：

提高世卫组织作为公共卫生主要代言人的影响力和公信力；

通过人物故事突出整个地区的卫生需求；

宣传健康风险，消除错误信息。

- 提高世卫组织传播健康信息的能力，促进与媒体和其他主要利益相关方的伙伴关系，为战略优先事项吸引资源；

- 重申世卫组织工作人员对本组织工作的了解和自豪感；

- 就影响世卫组织声誉和公信力的问题向高级管理层提出建议。

## 12. 任务描述:

联合国志愿人员组织机构设计和品牌助理将在高级传播管理干事或其指定代表的授权和监督下开展以下工作:

- 协助制定设计方案 (包括但不限于报价卡、信息图表、二维 GIF 动画、横幅、图片故事、插图卡等), 以适合每个平台 (如 Facebook、Twitter、Instagram、网络等) 的格式和大小, 用于世卫组织/紧急救济和恢复办公室的官方社交/数字媒体。
- 协助为公共卫生运动和活动策划设计产品 (包括但不限于海报、小册子、传单、情况介绍等) 和视觉标识, 并遵守世卫组织/欧洲地中海区域办事处的设计和品牌标准;
- 以电子格式开发所有设计, 供主管和 (或) 相关技术协调人进行最终审查和批准; 准备制作和分发, 包括印刷、网络 and 电子产出; 全面介绍每项提案的详细情况; 确保印刷、网络 and 电子产品的设计相辅相成;
- 为印刷材料准备专业的即印文件, 并在整个生产过程中提供指导和支持, 包括质量监控
- 了解品牌、印刷和数字设计以及出版领域的新设计趋势和最新技术;
- 主管可能要求或指派的任何其他相关任务。

此外, 鼓励联合国志愿人员将联合国志愿人员方案纳入其任务, 并通过在工作中与社区接触促进志愿行动。因此, 联合国志愿人员应利用部分工作时间开展以下建议的活动:

- 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, 加强对志愿服务 概念的认识和理解, 并积极参与联合国志愿人员组织的活动 (例如纪念国际志愿人员日的活动);
- 了解东道国传统和/或当地形式的志愿服务, 并在此基础上进一步发展;
- 提供关于联合国志愿人员行动、成果和机会的年度和任务结束自我报告。
- 就实地经验撰写文章, 并提交给联合国志愿人员组织的宣传/网站、通讯、新闻稿等;
- 协助联合国志愿人员组织为新来的联合国志愿人员制定的“伙伴计划”;
- 促进或建议当地团体使用在线志愿服务, 或鼓励当地相关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的在线志愿服务。

## 13. 成果和预期产出

- 提高企业和社交媒体设计产品的数量和质量
- 为企业公共卫生活动及时提供创意概念和优质设计方案。
- 任职期间在志愿服务促进发展方面取得的成就的最终说明
- 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 (AGD)
- 关于任务期间志愿服务促进和平与发展成果的最终报告, 如报告动员的志愿者人数、参与的活动和学习到的能力

## 14. 任职资格/要求:

学历要求: **中等教育, 目前正在攻读平面设计或相关专业的学位**

最低工作经验要求: 1 个月

最低相关工作经验要求: 0 年

技能和经验:

对以下方面表现出兴趣:

- 创意沟通

拥有以下技能:

- 平面设计

专业领域:

<input type="checkbox"/> Administration <input type="checkbox"/> Agriculture <input type="checkbox"/> Architecture and settlements <input checked="" type="checkbox"/> 艺术和设计 <input type="checkbox"/> Business management <input checked="" type="checkbox"/> 沟通 <input type="checkbox"/> Community development <input type="checkbox"/> Crisis and emergency response <input type="checkbox"/> Development programmes <input type="checkbox"/> 经济和金融 <input type="checkbox"/> Education <input type="checkbox"/> Elections and governance <input type="checkbox"/> Energy and environment <input type="checkbox"/> Engineering and construction <input type="checkbox"/> Facility management	<input type="checkbox"/> 健康 <input type="checkbox"/> Human resources <input checked="" type="checkbox"/> 信息技术 <input type="checkbox"/> Legal affairs <input type="checkbox"/> Logistics and inventory <input type="checkbox"/> Manual labour and skilled trades <input type="checkbox"/> 自然和生命科学 <input type="checkbox"/> Procurement and contracting <input type="checkbox"/> Product safety <input type="checkbox"/> Security and protection <input type="checkbox"/> Social work <input type="checkbox"/> Translation and interpretation <input type="checkbox"/> Transport <input type="checkbox"/> Volunteer management
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b) 语言要求

英文: 必备, 口语和写作流利, 能作为工作语言

c) 核心能力与价值观要求:

- ☐ 责任感
- ☒ 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
- ☒ 创造性
- ☐ 赋权他人
- ☒ 道德和价值观
- ☒ 正直诚恳
- ☐ 判断和决策
- ☒ 知识共享
- ☐ 领导力
- ☐ 绩效管理
- ☐ 规划与组织
- ☐ 专业精神
- ☐ 尊重多样性
- ☒ 自我管理
- ☒ 技术意识
- ☐ 愿景
- ☒ 团队合作

#### 15. 生活条件:

**埃及开罗是一个家庭工作地点，拥有各种服务（医疗、教育和休闲）和良好的生活条件。长期以来，开罗一直是该地区的政治和文化中心，旅游业发达。与其他类似城市一样，开罗在购物中心、银行、医疗服务、教育设施、文化活动等方面提供了良好的生活质量。阿拉伯埃及共和国位于非洲东北部，地处欧亚交汇处，濒临地中海和红海，通过尼罗河谷与撒哈拉以南非洲相连，地理位置独特。**

**招聘经理:** Mr Omid Mohit

**职位, 部门:** Senior Communications Manager, Communications, Resource Mobilization & Partnerships Department

**主管:** Mr Omid Mohit



职位, 部门: Senior Communications Manager, Communications, Resource Mobilization & Partnerships Department

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