

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

GNNR000050--Communication Specialist

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	Guinea Bissau
Host Institute	United Nations Population Fund
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Bissau [GNB]
Assignment Place	Family Duty Station
Assignment Place Remark	
Living Conditions	

Capital: Bissau; Population of Guinea-Bissau: 1.449.230 (45 % Muslims and 10% Catholic, 45% other), according to 2009 Population and Housing census.

Climate: Bissau approx. 25°-30°; Rainy season from June to October

Health: The health sector is very precarious. The United Nations have their own health center for basic health care services.

Language: Official language: Portuguese; Spoken language: Creole; Working language at the United Nations: English and French.

Electricity and Communications: Some areas of Bissau have electricity nearly 24 hours per day, others depend on generators. There are several internet cafes in Bissau.

The country code is 245. MTN and Orange are the mobile phone companies in the country.

Money/Banking: There is access to banks and to 24/7 local ATM services.

Security: Although there is a certain political instability, the day to day life is calm. Neither the International Community nor the population of Guinea-Bissau is not affected the political instability. The UN staff members are equipped with Codan Radios (VHF) for communication with other UN staff members and UN Security Department.

Assignment Details

Assignment Title Communication Specialist

Organizational Context & Project Description

Guinea-Bissau is a West African country which extends over an area of 36,125 km². It is bordered by Senegal to the north, south and east by the Republic of Guinea and to the west by the Atlantic Ocean. The country has a mainland and an insular area. The latter, Bijagós' archipelago, consists of 80 Islands, only 20 of which are inhabited.

The country is divided into eight (8) administrative regions additionally to the autonomous sector of Bissau: Gabu and Bafatá to the east; Tombali and Quinara in the south; Oio Cacheu and Biombo in the north; Bolama and Bijagós in the archipelago.

The ethnic diversity is immense, as well as, the linguistic variety. Creole is considered the national language functioning as a bridge between people of different ethnic groups. However, much of the population, especially those living in rural areas of the country, has difficulties communicating in Creole, which is also an obstacle in the delivery of health care services. Portuguese, the official language is generally not spoken, but only used in formal settings and by a small proportion of Bissau-Guineans in schools.

According to the World Report on Human Development, the country ranks 164th out of 169 countries with a Human Development Index (HDI) estimated at 0,289 in 2010.

According to the census of 2009, the current population is estimated at 1,449.230 inhabitants (51.5% women and 48.5% men), 40% living in urban areas and 60% in rural areas. The population growth rate is set to 2.45%. Life expectancy at birth is 48.6 years. Illiteracy affects 56% of the adult population (64% women and 47% men). The literacy rate of youths aged 15-24 is 65%. In 2010, the literacy rate of women from 15 to 24 years old of age is 39.9% (50.4% in urban areas and 97% in rural areas).

Rates of infant and child mortality are 105 per 1,000 and 155 per 1,000, respectively (MICS 2010). The maternal mortality rate is estimated at 790/100.000 NV (WHS report / WHO 2010).

Despite the availability at national level of modern contraceptive methods (85% of health facilities offer at least three different methods), the contraceptive prevalence rate remains low, 14% for all methods (10% for modern methods), MICS 2010. The differences between urban areas (22%) and rural areas (10%) are significant. This explains the high the fertility rate of 6.8 children per woman (RGPH 2009) and the substantial number of abortions and related complications.

On sexual and reproductive health of young people, despite the interventions within a specific programme, certain problems persist including early marriage (29% of girls are married before age 25 (MICS 2010) early and unwanted pregnancies, 33% of adolescents (RGPH 2009).

Sexually transmitted infections are, among others, the leading causes of medical visits among young people aged over 15 years old. The prevalence of HIV / AIDS in the general population is 3.3% and 5.09% in the age group of 15-49 years and is three times higher among women: 4.8% vs. 1.6%. The country is characterized by the simultaneous movement of both viruses (HIV-1 and HIV-2) in sizeable proportions: HIV-1 to 1.8%, HIV-2, 0.9% and 0.7 dual profile %.

Girls and women are particularly vulnerable to HIV/AIDS. The low awareness of prevention, early sexual intercourse and with older men contributes to the vulnerability of girls to HIV infection. In Guinea-Bissau, 28% of girls aged 15 to 24 have their first sexual intercourse before the age of 15, and over 60% of girls aged 15-19 have been pregnant at least once (INEP 2009).

Despite the availability of services, and the existence of a National IEC/SR Strategy, access and use of public services for family planning, maternal health and counselling services at national level remains low.

Considering this context, UNFPA Office in Guinea-Bissau is seeking to recruit a United Nations Volunteer Communication Specialist to support the development and implementation of a Communication strategy for the Country Programme (2016 – 2020) and develop a yearly communication plan that will contribute, among other things, to advocacy and communication for behaviour change to increase women's access to reproductive health services including family planning, Emergency obstetric and neonatal care and prevention of HIV infection as well as its treatment.

Sustainable Development 5. Gender Equality

Goals

UNV Focus Area

Task description

Securing access to basic social services

Under the supervision of the

Communication and Knowledge Sharing Officer, the UN Volunteer will undertake the following tasks:

- Contribute to upgrading the existing communication strategy and plan, prioritizing aspects of the 4 areas of the Country Programme 2016-2020 and UNFPA strategic Plan 2018-2021: Sexual and Reproductive Health; Adolescents and youth; Gender Equality and Women's Empowerment; and

Population dynamics.

- Contribute to the improvement of the Website of UNFPA GB both in terms of its capacity to receive documents and its maintenance and update of information, as well as, contributing to creating online social media, if requested. All information to be posted on UNFPA Website should be cleared by the immediate supervisor and UNFPA Representative.
- Contribute to the creation and renewal of an Advocacy/publicity package (Facts sheet, folders, 2018 calendar, 2017 season's greeting card, using the 2017 World Population Day Poster).
- Contribute to the development of innovative strategies for the area of Sexual and reproductive health, Adolescents and youth; Gender equality and women's empowerment; and Population dynamics.
- Contribute to the preparatory activities for the celebration of World Population Day.
- Identify constraints and opportunities for behavioural change communication and IEC and recommend solutions.
- Support the identification and documentation of best practices and lessons learned.
- Contribute to the development of information Education and Communication materials, if needed.
- Participate in the UN Communication Group meetings (UNCG), with or in the absence of the UNFPA Communication Officer.
- Contribute to the development of communication tools, including messages for different target groups, fliers, outdoors, radio and television spots; if requested and with the agreement of UNFPA Representative.
- Prepare quarterly reports of communication activities.
- Support peer educators' fieldwork and activists on RH. Support the work of community health workers in the field of Reproductive Health, as needed and with the agreement of UNFPA Representative.
- Contribute to the development of the CO resource mobilisation plan, for the implementation of the new country programme (2016-2020).
- Assist in the strengthening of the capacity of UNFPA Implementation Partners, the area of communication.
- Contribute to the preparation of the quarterly newsletters to disseminate the activities of the sixth programme and projects of the Country office.
- Contribute to the strengthening of collaboration with media for the promotion of the activities of the new UNFPA country programme (2016-2020).
- Contribute to any additional communication-related tasks, if requested.

Promotion of the UN Volunteer Programme mandate^[1]

UN volunteers are responsible to dedicate 10% of their working time to promotion of volunteerism through the following tasks and actions to:

- Encourage, mobilize and support co-workers, fellow UNV volunteers and members of the local community to play an active part in peace and development activities on a voluntary basis;
- Discuss with supervisors how volunteerism for peace and development can be mainstreamed in the

assignment and integrate activities promoting volunteerism for peace and development into work plans.

[1] The United Nations Volunteers (UNV) programme was created by the General Assembly (GA) in 1970 through GA resolution [26/59](#). Since then, UNV's mandate has been expanded by GA resolution [31/131](#) in 1976, GA resolution [56/38](#) in 2001 and others in the follow-up to the International Year of Volunteers in 2001.

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

- Communication Strategy and Plan for the UNFPA new Country programme (2016-2020) available and implemented.
 - Website of UNFPA GB improved in terms of its capacity to receive documents and its information regularly updated.
 - Advocacy/publicity package (Facts sheet, folders, 2018 calendar, 2017 season's greeting card, using the 2017 World Population Day Poster), created.
 - A comprehensive quarterly report on the activities implemented with information on the difficulties/facilitating factors encountered in implementing the activities.
 - A comprehensive annual report, based on the quarterly reports with lessons learned and recommendations for the way forward.
 - 2 annual best practices documented (2 to 3 pages each), based on the activities implemented in 2017, working closely with UNFPA Representative.
 - Successful celebration of World Population Day (2018).
 - 2018 Annual communication workplans for UNFPA Guinea-Bissau prepared.
 - Successful submission of 2 UNV articles on peacebuilding and development for UNV websites
 - Successful contribution to UNV's Global Programmes by ensuring the role of citizens in the peace and development process as well as establishing a conducive and enabling environment by strengthening the capacities of other key actors
- 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 Bachelor degree or equivalent
Education - Additional Comments

University degree in Social Sciences or Communication Sciences

Required experience 36 months
Experience Remark

- A minimum of 3 years of experience in advocacy, information and communication;
- Experience in community mobilization and resource mobilization processes (advocacy & concept note, proposals etc.)
- Experience living/working in a least developed country (a great advantage if in Sub-Saharan Africa)
- IT Skills, website creation and management or handling other communication software will be an asset.

Language Skills

- English (Mandatory) , Level - Fluent
- AND - Portuguese (Mandatory) , Level - Fluent
- AND - French (Optional) , Level - Working Knowledge

Area of Expertise

- Public information and reporting Mandatory
- Database design, administration and maintenance Mandatory
- Web and graphic design Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

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We are inspiration in action

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

Conditions of Service and other information

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

Conditions of Service for International Specialist:

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) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) 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 US\$ 1,602. The VLA base rate is a global rate across the world, while the PAM is duty station/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.

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Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and 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 periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

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

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 GNR000050-3135

Application procedure

If you have not yet registered in the UNV Global Talent Pool, please apply by registering your profile at <https://vmam.unv.org/candidate/signup>. Important: Once you have created your UNV account by validating your email address, please complete all sections of your profile. Go to 'My Page' section of your profile, click on the 'Special Calls' hyperlink and select the special call you would like to apply for.

If you are already registered in the UNV database, please update your profile at <https://vmam.unv.org/> Go to 'My Page' section of your profile, click on the 'Special Calls' hyperlink and select the special call you would like to apply for.

Application deadline: 31 August 2018

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.