



## 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 Information

- 1. Country of Assignment:** Mozambique
- 2. Agency Name/ Host Institute:** UN Women Mozambique
- 3. Volunteer Category:** International UN University Volunteer
- 4. Number of Volunteers:** 1
- 5. Duty Station, Country:** Maputo, Mozambique
- 6. Duration (in months):** 5 months
- 7. Expected Starting Date:** 24 September 2018
- 8. Living Conditions:**

Mozambique has a total population of about 29 million people and Maputo is its capital city. The city is very pleasant and offers a wide range of facilities. As Mozambique's largest city, Maputo has all the amenities for a comfortable and enjoyable life. Mozambique is located on the southeast Cost of Africa. To the East is the Indian Ocean, Tanzania, Malawi and Zambia is to the north, to the west Zimbabwe and South Africa and to the South, Swaziland and South Africa. The total area of Mozambique is 799 380 Km square from North to South. It is tropical hot and humid. The hottest and wettest months in Maputo are December to February,

when the average daily minimum temperatures are around 22°C and the average daily highs of 30°C. The rain season is between October and April. Winters (June to August) are mild with the average daily temperature ranging from 13°C to 24°C. The security situation is reliable but a lot of precaution is needed at the same time. Communication and transport services are available at various costs. The housing market is healthy but quite expensive, with a wide selection of apartments and houses for rent. Houses and apartments can be rented from US\$ 300 to US\$ 1,200 per month and meals at the restaurant cost between US\$ 10 and US\$ 30. Maputo has several open food markets and several large supermarkets that sell food, clothing, and household goods at reasonable prices. Prices of basic commodities and goods are not necessarily low and quality is often questionable, but you can easily buy all that you need to live in Maputo. There are cinemas, several bars and discotheques for entertainment. Maputo is only two to three hours' drive away from Swaziland and South Africa. An entry visa is required for travellers and must be obtained from Embassy prior to arrival. However, some nationalities are exempted from visa requirement and usually travellers are advised to check their visa status prior to travelling to Mozambique. The metical is the local currency and exchange rate stands at USD 1 equivalent to about 61 meticais (MZM) as per September, 2016. There are several private clinics that provide quality healthcare, plenty of Banks and ATMs to meet financial needs. Visa cards are accepted in few limited hotels.

**9. Assignment Place / Type:                      Family Duty Station**

Assignment Place Remark:                      UN University Volunteer assignments are always without family.

**Assignment Details**

**10 Assignment Title: UN University Volunteer in Communication for Development**

**11. Organizational Context & Project Description:**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the centre of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and

coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

In Mozambique, this role is exercised in the context of the overall support provided by the UN system under the UN Development Assistance Framework (UNDAF) 2017-2020. UN Women's Strategic Note for Mozambique for the period 2017-2020 focuses on providing financial and technical support to the Government of Mozambique across four thematic areas: women's economic empowerment (WEE), women's leadership and participation, institutional strengthening around gender mainstreaming and gender responsive budgeting, women peace and security, as well as combating preventing and responding to violence against women and girls (VAWG).

In this sense, UN Women Mozambique is investing a significant amount of resources in communicating its results. In its endeavour to promote more informed and inclusive efforts towards gender equality and women empowerment, UN Women Mozambique is committed to strengthen its knowledge management systems and become a knowledge hub in Mozambique, collecting and sharing data, statistics, best practices, as well narrative material such as success stories and interviews. In this sense, UN Women's knowledge management, communications and advocacy units are looking for a dynamic assistant with a background in communications that can contribute in capturing such information from the field, elaborate it and share it with selected stakeholders.

## **12. Sustainable Development Goals: 5. Gender Equality**

### **13.UNV Focus Area: Youth**

### **14.Task description**

Under Overall coordination by the Country Representative and direct supervision by the Programme Specialist, the UN University Volunteer will undertake the following tasks:

- Support the development of the Country Office (CO)'s communication material and editorial products, including briefs, brochures, feature and op-ed articles, interviews, pictures and videos, social media posts;
- Assist in carrying out the office's social media strategy, developing content and contributing to monitor results;
- Contribute to monitor national media and elaborate weekly media coverage reports;
- Participate in UN Women partners' meetings and gender related events, take pictures, interview key participants and report back with relevant content for social media platforms
- Edit images and video material

- Support administrative procedures for knowledge management, communications and advocacy units
- Gather information from field staff
- Strengthen the Country Office's presence online, ensuring quality content on gender equality and women's empowerment is shared on social media
- Create and maintain a contact list of media actors to disseminate news and new materials
- Assist developing a Country Office periodic newsletter, facilitating content dissemination to partners
- Helping to organize meetings, seminars and communication events with donors, foundations, the private sector and government partners
- Support the creation of a CO website

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.

## **15. Results/Expected Outputs**

- The CO produces quality and relevant communication products in a timely manner
- The CO's visibility increases, as proven by national media coverage and interaction on social media
- 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**

### **16. Education – Required Degree Level: Secondary Education**

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- Academics: Currently studying towards a degree in communications, development studies, International development or other relevant field will be an asset;

**17. Type of degree: N/A**

**18. Required Experience:** minimum years of experience: **0**

**19. Experience Description:**

Demonstrated interest and/or experience (up to 2 years) in Communication or Journalism will be an asset.

Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;

**20. Language Skills:** Fluency in English is required (written and spoken). Willingness to learn Portuguese is an added advantage.

**21. Areas of Expertise:** **Communication, mass media and art**

**22. Need Driving License: No**

**23. Competencies and Values:**

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations.
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious work-

ing relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;

- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups;
- Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

## **Conditions of Service and other information**

### **24. Conditions of Service:**

The duration of your assignment is 5 months.

A volunteer receives a Volunteer Living Allowance (VLA) per month and 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\$961. The VLA base rate is a global rate, while the PAM is 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>).

Furthermore, UN University 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 also 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 the final repatriation travel (if applicable).

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

**Name of Hiring Manager: Marie Laetitia KAYISIRE, Representative a.i**

**Title, Department: UN Women**

**Date: 02/02/2018**

*Disclaimer*

*The United Nations Volunteers programme (UNV) is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.*

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