

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

GHAR000332--Communications Officer

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	Ghana
Host Institute	World Health Organization
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	01-06-2019
Duty Station	Accra [GHA]
Assignment Place	Family Duty Station
Assignment Place Remark	
Living Conditions	

Level 1 The rest of the territory.

The UNV will be based in Accra, the capital city. The city is quiet, everyday life in Accra is safe and one can circulate freely. The food and non-food commodities are available. Medical facilities are readily available in the city. The apartments must be approved by the Department of Safety and Security in Accra.

Assignment Details

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F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

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

Assignment Title Communications Officer

Organizational Context & Project Description

The incumbent, being the communication and advocacy focal point, will report directly to the Programme Management & Resource Mobilization Officer, under the overall guidance of the WHO Representative in Ghana Country office. The officers will collaborate with relevant technical officers and the Department of Communications in RO and HQ. The first line responsibility involves promoting effective communication strategies and establishing a press/media networks. S/he will engage with subject matter experts in the organization to agree on best tactics to advocate the World Health Organization's work, goals and achievements. The incumbent will also liaise with a broad range of officials from the press and media, partner organizations and institutions, target audiences, health cluster partners and official representatives from the national authorities to obtain information and, as necessary, provide advice on communication opportunities.

Sustainable Development Goals 3. Good Health and Well-being

Task description

In the context of the WHO strategic direction at the country level, the incumbent will deliver a well-rounded Communication and Advocacy plan, highlighting WHO's work on the ground and promoting achievements and results in the WCO Ghana efforts.

Duties:

1. Identify subjects of interest to develop and improve media/communication activities pertaining to WHO efforts at the country level. Design state-of-the-art communication materials and tools; ensure the rapid and timely dissemination of information to all partners.
2. Work together with WHO PMO/RM in Country office in Ghana to conceptualize a set of new advocacy documents to inform stakeholders and the general public about WHO's response, co-develop, as relevant, high quality media tools, including audio-visual, photographic and printed materials, television and radio programmes, multimedia presentations, social media, videos and press releases, bulletins etc., to promote WHO's visibility, achievements and success stories.
3. Liaise with the press/media to advocate and disseminate information on WHO work as well as relevant events such as WHO campaigns. Organize interviews and filming opportunities to support high-visibility of WHO achievements through television, radio and newspapers, etc.
4. Manage the development and maintenance of content for the emergency related websites, in compliance with guidelines and standards used throughout the Organization, to ensure consistency of approach. Critically review and improve contents, architecture and design.
5. Research and write feature stories and messages, ideally bringing in a human element from real life experiences
6. Prepare communication and advocacy products and statements to be used by the Resource Mobilization team in convincing and encouraging donors to rapidly fund the overall health sector response to affected populations.

7. Collaborate with all relevant actors, including the health cluster, regional and field offices, other WHO departments, UN agencies, and other partners to identify and create communication opportunities and prepare communication campaigns on specific topics.
8. Represent the WCO in the UN Communication Group and provide appropriate technical support as required.
9. Organize advocacy events and meetings to increase the visibility of WHO and knowledge about the work of the WCO;
10. Perform any other communication specific related duties, as required by the functional supervisor.
11. Support the development and implementation of multi hazard risk communications, social mobilization and advocacy plans
12. Support MoH/GHS public communications during health crisis, developing talking points, press releases, press statements and other media products

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

At the end of the assignment, it is expected that the UNV will have;

- Delivered a well-rounded Communication and Advocacy plan, highlighting the WHO's work on the ground and promoting achievements and results in the WCO Ghana efforts.
 - Developed and implemented a Communications Strategy that Identify subjects of interest to develop and improve media/communication activities pertaining to WHO efforts at the country level. Design state-of-the-art communication materials and tools; ensure the rapid and timely dissemination of information to all partners.
 - A final statement of achievements towards volunteerism for development during the as-ignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed
- 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 dur-ing 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 journalism, Communications, International Relations, Advertising/Public Relations, Marketing, or Political or Social Science or related field from an accredited/recognized institute.

Desirable: Postgraduate studies in Development management or public health; Courses in communication techniques such as graphic design, visual language, use of social media; additional training in risk communication

Required experience 24 months

Experience Remark

At least two years' related experience, at the national and international level, in communication and/or advocacy, proven experience in writing advocacy documents and in the production of communication material.

Desirable: Experience working with WHO/UN or other international organizations; Experience in organizing advocacy campaigns and management of publishing processes.

Language Skills

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

Area of Expertise

- Other communications related experience Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Creativity
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity

- Working in Teams

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\$ 1,631. 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.

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).

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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 GHAR000332-4240

Application procedure

*** Not yet registered in the UNV Talent Pool?**

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First register your profile at <https://vmam.unv.org/candidate/signup>.

Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

*** Already registered in the UNV Talent Pool?**

First update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

Application deadline: 7 April 2019

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.