

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MNGR000034--Media and Communication 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

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<b>Country of Assignment</b>	Mongolia
<b>Host Institute</b>	United Nations Population Fund
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Ulan Bator [MNG]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	
<b>Living Conditions</b>	

Mongolia is a country known for its long history, rich and thriving traditional culture, and great natural beauty. While Ulaanbaatar, the country's capital, is a modern and cosmopolitan city with shopping malls, international hotel chains, and restaurants of various cuisines, the rest of the country remains rural, relying primarily on herding for livelihood.

Mongolia is located in the heart of the Asian continent and covers an area of 1,566,500 km<sup>2</sup> as the second-largest land-locked country in the world. Mongolia's climate is extreme continental - an extreme climate with four to six months when the average temperature remains below 0°C, and higher temperatures for two to three months in the summer. The coldest months are from mid-December to February when the temperature drops to -20°C and occasionally even lower. However, suitable winter wear is widely available while housing and office buildings are equipped with heating systems that

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provide comfortable conditions. Spring in Mongolia, which lasts from mid-March to May, is usually characterized by dust storms, gusty winds, and constant changes in pressure. Aside from extreme weather conditions, social, economic and health conditions are the main factors that affect the security situation in Mongolia. Overall however, it is generally a peaceful country without any major security risks.

Ulaanbaatar has an official population of about 1 million, accounting for more than one third of the country's population. The official language is Mongolian, which is spoken and understood throughout the country, while Kazakh is spoken by a minority group in Western Mongolia. Russian is extensively spoken, and English is becoming more popular in urban areas. Ulaanbaatar has a fairly good number of international flights and train connections. With regular flights every day operated by 4 different airlines, travel by air is the most convenient and fastest mode of transport to and from Ulaanbaatar. The Trans-Siberian and Trans-Mongolian trains also connect Ulaanbaatar to Europe (via Russia) and the rest of Asia (via China). All key locations in the country are accessible by air and by road. International telephone and internet services work well in Ulaanbaatar, with several operator companies providing a range of options. Internet service is widely available in Ulaanbaatar and provincial centers at reasonable rates. Wireless facilities are also available in many locations. Foreigners can rent fully furnished apartments in any part of the city for a reasonable fee.

There are no immunization and or vaccination requirements for people entering Mongolia. Medical and dental services are available for international personnel in Ulaanbaatar. For more information on Mongolia, the following link is recommended: <http://lonelyplanet.com/mongolia>.

## Assignment Details

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**Assignment Title** Media and Communication Officer

### Organizational Context & Project Description

Under the overall guidance and with direct supervision of the Head of Office for UNFPA Mongolia, the Media and Communication Specialist will provide and advice on all aspects of Media and Communication work for Mongolia Country Office. The Media and Communication Specialist will be accountable for designing, updating, managing, coordinating, implementing and monitoring the communication strategy for country programme. S/he will be leading and managing the media and communication activities, which promote awareness and understanding for UNFPA's mission and various types of country programme activities in Mongolia in the context of UN Reforms and ICPD25.

**Sustainable Development Goals** 17. Partnerships For the Goals

### Task description

Under the direct supervision of the Head of Office, the UN Volunteer will undertake the following tasks:

1. Lead the development and implementation of communication plans, with a specific focus on media

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- Develop the Country Office Communications Strategy in close consultation with senior management and programme teams
- Manage the implementation of the communications strategy, preparing work plans and updating the same on a regular basis;
- Oversee the development of all types of methods of communications - print, TV, radio, web, photo, including speeches - to reach media and public;
- Organize and facilitate training sessions to improve and increase media/communication skills and capacity of Country Office programme officers;
- Organize and facilitate training sessions and field visits for strategic media focal points on UNFPA's mandate and relevant topics;
- Identify and develop story lines for publications and substantive articles contributing to debates on key country programme issues such as family planning, GBV, adolescents and youth;
- Conduct daily media scanning and summary to inform the CO staff, operating a functional internal alert system;
- Coordinate and manage all CO publication activities, including content management, norms for publishing, design, liaison with printers and other suppliers to oversee production and supervision of publications dissemination
- Provide guidance on the design and maintenance of the UNFPA web site, intranet, CO web-based knowledge management system focusing on achievement of the following results, in cooperation with ICT Staff:
  - Lead the preparation of the content for the web sites ensuring consistency of the materials;
  - Assist in evidence-based advocacy efforts for the ICPD agenda with national institutions and other UN agencies represented at the national level
  - Maintain a continuous flow of information with government and external development partners;
  - Manage, promote and disseminate corporate advocacy materials and publications such as the flagship State of the World Population Report;
  - Support advocacy initiatives such as the organisation of roundtable discussions, press conferences, briefing sessions, interviews, launches, etc.;
- Develop and maintain media contacts and networks, providing newsworthy information to national public and donors to increase coverage and understanding of the UNFPA's work in the country, while ensuring coherence in public information activities and messages;
- Format, package and submit programme initiatives for donor review in close collaboration with programme staff;
- Help forge strong a "Delivering as One" UN image through publicizing the significance of local UN reform efforts, joint programmes, common services, especially with a focus on UNFPA field presence in humanitarian and peacebuilding interventions. Organization and implementation of joint UN information campaigns (International Youth Day, UN Day, World AIDS Day, World Population Day, 16 Days of Activism against Violence against Women etc.);
- Ensured access for journalists to subject matter experts;

- Contribute to the development of newsletter to donors, donor reports, civic education and community awareness where appropriate to support projects;
- Provide effective responses to inquiries for public information materials;
- Advocacy and promotion of UNFPA mandate, mission and purpose;
- Contribute to organization of high-level missions, launches and press conferences.

## 2. Provide strategic communications advice to Senior Management:

- Liaise with the UNFPA Division of Communications and Strategic Partnerships (DCS) Information and the Asia Pacific Regional Office (APRO) to keep Country Office work aligned with UNFPA's regional and global communications efforts;
- Monitor relevant global, regional and national news media to identify trends in coverage priorities to effectively position UNFPA media outreach and respond to misinformation;
- Provide guidance and support to Senior Management in planning and implementing advocacy and communication activities that project UNFPA's branding and image accurately and effectively;
- Assist in the formulation and implementation of a resource mobilization strategy for the Country Office, and mobilize, in coordination with UNFPA regional office and UNFPA Headquarters, additional financial resources; and
- Identify and synthesise best practices and lessons learned directly linked to programme country goals and activities;
- Monitor practices, and project-specific news and developments in order to ensure guidance to the office that reflects the best and most current available information;
- Provide guidance to and liaise with all UNFPA personnel in Mongolia so that media and communications are integrated through their respective programme and operations areas;
- Leadership in strategic communications efforts to increase UNFPA profile and support positive positioning vis-à-vis donors and the general public.
- Contribute to the Integration of advocacy and communications strategies into all aspects of UNFPA CO's programme.
- Prepare talking points and background briefs for events and missions.
- Active participation in the UN Communications Group and its task forces most relevant to UNFPA mandate ensuring substantial UNFPA contribution to joint UN activities.
- Perform other duties as assigned by the UNFPA Head of Office required to ensure the success of the Country Programme.

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

- Effective CO communication for the delivery of the 6<sup>th</sup> country programme.
- 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

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**Required Degree Level** Bachelor degree or equivalent

### Education - Additional Comments

- Minimum 3 years of relevant experience at the national or international level.
- Bachelor's degree with minimum 5 years of related experience in lieu of Master's degree
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**Required experience** 36 months

### Experience Remark

- Experience in the usage of computers and office software packages, experience in handling of web-based management systems.

### Language Skills

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

### Area of Expertise

- Public information and reporting Mandatory
- Journalism, mass media and broadcasting Mandatory
- Resource mobilization, partnership and donor coordination Mandatory

### Area of Expertise Requirement

Extensive experience in media, communication and advocacy. Some experience in design, monitoring and evaluation of development projects.

**Need Driving Licence** No

# Conditions of Service and other information

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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).

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.

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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** MNGR000034-4844

**Application procedure**

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

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

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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: 10 July 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.

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