UN YOUTH 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. UNV Assignment Title: UN Youth Volunteer in Communication and Social Media
2. Type of Assignment: National UN Youth Volunteer
3. UNV Global Programme: Community Resilience for Environment and Disaster Risk Reduction, Outcome 1, Output 1.1; 1.3
4. Project Title: Integrating Volunteerism to Strengthen Community Resilience for Disaster Risk Reduction and Climate Change Adaptation - Supporting the Sri Lanka Comprehensive Disaster Management Programme (SLCDMP)
5. Duration: 12 months
7. Expected Starting Date: asap

Brief Project Description:
The United Nations Volunteers Sri Lanka is launching a national advocacy campaign to raise awareness on disaster risk reduction and climate change adaptation. The experience that UNV has acquired through the years of advocating for volunteerism, will be channeled through a well-focused national awareness raising campaign which will include a number of activities conducted at national and local level. An innovative approach will be mainstreamed mainly through the active engagement of Sri Lankan youth (e.g. University Challenge, Hackathon).

The UN Youth Volunteer will support the implementation and strategic development of the communication and social media component of the campaign. S/he will play an important role in managing UNV Sri Lanka social media platform, and development of communication tools for external audience.

The national advocacy campaign is developed as part of a UNV/UNDP programme to harness the potential of volunteerism to increase communities and individual resilience and adaptation to disasters and climate
change. Sri Lanka is an island country where over 75% of its population lives in rural areas and the majority of them are engaged in agriculture as a primary source of livelihood. In the past decade, intensity and frequency of rainfall has increased, disrupting seasonal patterns and aggravating disasters such as drought, flood and landslides.

Since 2005, there have been improvements in the disaster management capacity of the country through the development of the Sri Lanka Comprehensive Disaster Management Programme (SLCDMP). Nevertheless, latent challenges still remain in terms of preparedness, response, awareness, risk-based decision making and fostering of an enabling environment for risk reduction.

8. **Host Agency/Host Institute:** UNV Sri Lanka

9. **Organizational Context:**

The United Nations Volunteers (UNV) programme is the UN organisation that supports sustainable development globally through the promotion of volunteerism, including the mobilisation of volunteers. It serves the cause of peace and development by enhancing opportunities for participation by all peoples. It is universal, inclusive and embraces volunteer action in all its diversity. It values free will, commitment, engagement and solidarity which are the foundations of volunteerism.

10. **Type of Assignment Place:** Youth Volunteer assignments are always without family

11. **Description of tasks:**

Under the direct supervision of the UNV Programme Officer, the UN Volunteer will undertake the following tasks:

- Assist with creation, conception, and implementation of a social media strategy for the project (Facebook, Twitter, Instagram, YouTube)
- Draft inspiring, original, high quality written material for a variety of channels (social media posts, presentations, speeches, printed and online communication tools, newsletter, press releases, etc.)
- Capture volunteer stories from UN Volunteers, V-Force and community-based volunteers demonstrating the contribution of volunteering to DRR and climate change adaptation
- Support the design of creative presentations, visual content, newsletters, fact sheets, and other relevant communication tools
- Develop partnerships and network with journalists, bloggers, local media, service providers, local innovators, youth-led and youth-serving organisations.
- Strengthen engagement with our social media community, responding to queries and provide information on UNV and the project as when needed
- Assist in managing communication for advocacy events (V-Awards, Hackathon, etc.)
- Track effectiveness of the communication campaign drafting monthly reports
- Support the management and further development of the UNV website and maintain the website on a regular basis by updating its content

Furthermore, the UN Youth Volunteer is encouraged to:

- Strengthen the knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking active part in UNV events.
- Be acquainted with and build on traditional and/or local forms of volunteerism in the country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;

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UN Volunteers is administered by the United Nations Development Programme (UNDP)
Contribute articles/write-ups on volunteering experiences and submit them to the team at UNVHQs for consideration (beyond other communications responsibilities), and input to the UNV publications/websites, newsletters, press releases, etc.;

Assist with the UNV Buddy Programme for newly-arrived UN Youth 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.

12. Results/Expected Output:

- Value and importance of volunteerism for disaster risk reduction in Sri Lanka is promoted
- New thinking is infused within UNV Sri Lanka with a continued focus on ‘creative thinking’
- Social media engagement is strengthened and posts are uploaded regularly
- The communication of campaign events is effectively implemented
- Monthly social media and website monitoring reports are produced
- Volunteer stories, lessons learnt, best practices, are captured and shared
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

13. Qualifications/Requirements:

- UN Youth Volunteers must be between 18 and 29 years for the whole duration of their assignment
- A Bachelor’s Degree in communications, journalism, public relations, international relations or related field preferred although not a requirement.
- Demonstrated interest and/or experience (up to 2 years) in communication, graphic design, social media activities such as blogging, community development and management
- Exposure to, or demonstrated interest in volunteerism, disaster risk reduction and sustainable development would be a definite advantage
- Fluency in spoken and written English is essential; Sinhala and/or Tamil considered an advantage.
- Knowledge in using graphic design software such as Adobe Illustrator/ InDesign is an asset.
- Excellent skills in interpersonal relations, networking, and communication
- Proven competency and proficient knowledge and experience in social media, as well as full ability to use standard computer applications (i.e. Word, Excel, PowerPoint, Outlook, and Internet).
- Very high attention to detail
- Proactive attitude with capacity to propose new initiatives and think “outside the box”

14. Learning expectations

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, UNV Sri Lanka will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer’s assignment. UNV Sri Lanka will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

15. Living Conditions:

Colombo is situated on the Western Province of Sri Lanka and is the commercial capital of the country. Colombo is located on the west coast of the island and adjacent to the administrative capital, Sri Jayawardenepura, Kotte.

The climate is fairly temperate all throughout the year but humidity is usually high. From March to April the temperature averages around 31 degrees Celsius (88 degrees Fahrenheit). The only major change in the Colombo weather occurs during the monsoon seasons from May to August and October to January when heavy rainfalls occur.

Sri Lanka became a member of the United Nations on 14 December 1955.

16. Conditions of Service

A 12-month contract; with subsequent contract extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event duty station is not within commuting distance from the place of recruitment. A Volunteer Living Allowance (VLA) of Rs 47,720 is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included, as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

How to Apply

This post is open only to youth between the ages of 18 to 29 who are Sri Lankan nationals.

Interested candidates should send their CV with a cover letter (in English) and telephone/email contact information by email to unv.com.lk@undp.org indicating the post title “UN Youth Volunteer in Communication & Social Media” in the subject line of the email, or by post to the address below clearly indicating the post title on the top left hand corner of envelope and ensure it reaches by 23rd July 2015.

United Nations Volunteers
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Colombo 7

Only short-listed candidates will be contacted and invited for an interview.

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.