

UN 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. **Assignment title:** **Communications Assistant**
2. **Host entity:** UNHCR
3. **Volunteer category:** National UN Volunteer
4. **Duty station, country:** Kyiv, Ukraine
5. **Number of UN Volunteers:** One
6. **Duration (in months):** **6**
7. **Possibility of extension*:** No

*Dependent on continuation of mandate, availability of funding, operational necessity and satisfactory performance; there is no guarantee of assignment extension.

8. **Assignment family status:** Family assignment
9. **Expected starting date:** 30/11/2020

10. Entitlements of National UN Volunteer

The contract lasts for the period indicated in the vacancy.

Allowances:

Volunteer Living Allowance (VLA):

A Volunteer Living Allowance (VLA) of USD 961.75 (equivalent in UAH) is provided monthly to cover housing, utilities and normal cost of living expenses. Settling-in (SIG), moving and travel entitlements: If the duty station of the assignment is not within commuting distance, national UN Volunteers are entitled to receive settling-in-grant and reimbursement of the costs of travel and moving personal effects to and from the duty station. The UN Volunteer will be paid SIG equivalent to one month's applicable VLA for 12-month contract. For contracts of less than 12month, the SIG is pro-rated according to contract duration. Resettlement allowance (RSA): Eligible national UN Volunteers are entitled to receive a resettlement allowance upon satisfactory completion of the assignment. The RSA is equivalent to one month's applicable VLA for 12-month of completed assignment. For short-term contracts or

extensions of contracts of less than 12 months, the RSA is pro-rated. Learning and training: UN Volunteers will receive up to USD 500 for individual training.

Medical and life insurance:

Medical insurance: National UN Volunteers and their family (maximum 3 of their dependents) are covered by a medical insurance scheme for the duration of the assignment to cover medical treatment costs incurred during the assignment. This includes permanent disability insurance.

Post Service Medical Coverage: Health insurance of national UN Volunteers and their family (maximum 3 of their dependents) extends one month after the last day of the national UN Volunteer Contract date to assist with reintegration into national healthcare schemes after their service is completed.

Life Insurance: National UN Volunteers are covered by life insurance for the duration of the assignment. In the event that a national UN Volunteer dies during the UNV assignment, the designated beneficiaries will be entitled to receive the life insurance lump sum.

Leave entitlements: Annual leave: National UN Volunteers accrue an entitlement to annual leave at the rate of 2.5 working days per completed month of assignment. However, a national UN Volunteer can at no point during the UNV assignment accrue more than 30 days of annual leave. Certified Sick Leave: Sick Leave which is certified by a qualified medical physician is charged to the national UN Volunteer's balance of certified Sick Leave days. The maximum balance of certified Sick Leave days for the respective Contract is calculated on the basis of 2.5 working days per month of the Contract duration and can be used at any point in the assignment. Uncertified Sick Leave: Uncertified Sick Leave is leave that is not validated by a certificate from a qualified medical physician. National UN Volunteers on more than 6-month contracts may be absent on the basis of uncertified Sick Leave up to a maximum of 7 working days. For contracts duration of less than 6-months, UN Volunteers are eligible to 4 working days.

Living Conditions

Kyiv is safe from the security perspective, and offers wide opportunities for good professional and social life. Ukraine has reasonable health, education and transportation facilities, area of 603,628 km², making it the largest country entirely within Europe. Ukraine has population of 42.3 million. Ukraine has a mostly temperate continental climate, although the southern coast has a humid subtropical climate.

11. Organizational context and brief project description:

Today Ukraine is facing its most serious challenges since achieving independence in 1991. The conflict in the east forced more than one million people to leave their homes to save their lives. Since 2014, UNHCR has been supporting the Ukrainian government and the Ukrainian civil society in responding to the forced displacement of around 1.6 million internally displaced persons (IDPs) from the Autonomous Republic of Crimea and Donbas in eastern Ukraine. UNHCR Ukraine provides legal, material and social assistance to them directly or in partnership with international and local organisations. UNHCR focuses its activities on strengthening IDP rights and freedoms, improving their living conditions and providing long-term solutions.

UNHCR has been working in Ukraine since 1995 to protect the rights of refugees, asylum seekers and stateless persons. Achievements include support to the development of national legislation relating to the rights of refugees, asylum seekers and stateless persons. UNHCR Ukraine has contributed to an effective asylum system in Ukraine, and also provided humanitarian assistance. We work to ensure that everybody has the right to seek asylum and find safe refuge, having fled violence, persecution, war or disaster at home.

Communication unit within the UNHCR Ukraine office in Ukraine conducts various public information activities aimed at raising awareness among the national and international audience regarding the state of refugees, IDPs and stateless people in Ukraine, as well as the UNHCR's support to the Government and the people of Ukraine in the critical and challenging times facing the country.

12. Sustainable Development Goals: 16. Peace, Justice and Strong Institutions

Supervision, induction and duty of care of UN Volunteers ([Roles and Responsibilities of Host Entities](#))

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 and official processes as required;
- 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;
- Ensure that UN Volunteers are provided all necessary security measures as per the United Nations Security Management System (UNSMS);
- 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;
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

13. Description of tasks:

Within the delegated authority and under the supervision of the Associate Communication/PI Officer, UNHCR Ukraine, the UNV Communications Assistant will:

1. Assist in development of PI campaigns in support of UNHCR advocacy efforts.
2. Search for new digital communication instruments to use while carrying out UNHCR Ukraine special events and campaigns, including but not limited to the #IBelong campaign, observance of the 25th Anniversary of the UNHCR Ukraine, #UN75, 16 Days of Activism; World Refugee Day. In the view of COVID-19 pandemics, search for news digital ways to communicate and organize events;
3. Provide support in updating of the mass media database; liaise with mass media in order to produce media materials; conduct research on new media;
4. Provide support to UNHCR communications team with drafting information materials and knowledge products for public outreach; ensure proper storage and issuance of the information products and promo materials;
5. Work with vendors to ensure high quality of produced publications, visibility materials and other branded products;

6. Assist in UNHCR Ukraine digital activities, production of social media and multimedia products (design, adaptation, video/audio products development, social media analytics and promotion tools).

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- 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 self-reports on UN Volunteer actions, results and opportunities.
- 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.

14. Results/expected outputs:

As an active team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNHCR Ukraine and its beneficiaries in the accomplishment of her/his functions, including:

- UNHCR Ukraine special events and campaigns are supported and implemented in a timely and coordinated manner;
- New multimedia products (human impact stories, video, audio, infographics, presentations) developed in coordination with the communication team;
- Knowledge products and promo materials are developed, produced, stored and issued in a timely and coordinated manner;

15. Qualifications/requirements:

- BA/BSc degree (or equivalent) in communications, journalism, public relations, social sciences, international relations, or a related field;
- 2 years of relevant experience in communications support;
- User level of Adobe Photoshop, Adobe Illustrator (Adobe Premier (or equivalent) would be an asset)
- Experience in working with mass media and writing materials for mass media are important. Event management, online outreach and multimedia would be an asset.
- Experience in usage of computers, including databases and office software packages;
- Understanding of the situation of refugees, IDPs and stateless people in Ukraine.

Competencies and values:

- **Professionalism:** demonstrated understanding of operations relevant to UNHCR Ukraine procedures and rules; discretion, political sensitivity, diplomacy and tact, personal initiative; resourcefulness; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;

- **Integrity:** demonstrate the values and ethical standards of the UN and UNHCR Ukraine in daily activities and behaviours while acting without consideration of personal gains; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority;
- **Teamwork and respect for diversity:** ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;
- **Planning and organizing:** effective organizational skills and ability to manage a large volume of work in an efficient and timely manner;
- **Communication:** good spoken and written communication skills.

Language skills:

Excellent working knowledge of English and Ukrainian languages is a must.

16. Living Conditions:

Ukraine has reasonable health, education and transportation facilities. Ukraine has population of 44 million and area of 603,628 km², making it the largest country entirely within Europe. Ukraine has a mostly temperate continental climate, although the southern coast has a humid subtropical climate.

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.

17. Conditions of Service for national UN Volunteers

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability of UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

The contract lasts for the period indicated above.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the [ICSC](#), a Well-Being Differential (WBD) will be provided monthly.



Hiring Manager for this assignment/Supervisor of UN Volunteer (if known):
Victoria Andrievska, Associate Communication/PI Officer, UNHCR Ukraine

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, age and culture.

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