

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

AZER000029--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	Azerbaijan
Host Institute	United Nations Development Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	6 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Baku [AZE]
Assignment Place	Family Duty Station

Assignment Place Remark

Living Conditions

Situated in a strategic place, Azerbaijan shares borders with Russia, Georgia, Armenia and Iran. East of the country is bound by a length of the Caspian Sea coastline. In addition, the exclave of Nakhchivan (accessible from mainland Azerbaijan only by airplane) is shares border with Armenia, Iran, and Turkey. Baku is the capital and largest city of Azerbaijan. It is also the largest city on the Caspian Sea and of the Caucasus region. Baku is located 28 meters below sea level, which makes it the lowest lying national capital in the world. Security in Azerbaijan is fairly calm. While there is active deployment of troops at the Line of Contact (LoC) between Armenia and Azerbaijan over Nagorno Karabakh issue, the likelihood of an active conflict is considered low. There is no risks from terrorism. The level of crime in Baku is low. Public safety is also of very good level. The winter season brings some snow, particularly in the northern mountains. Summers are relatively hot and humid in the Baku. The city has a subway train system and also public buses which are safe to be used. There are many taxi companies operating, several of which have been assessed and approved by the UN Security. The security level of Baku and most of the country by the UN security has been assessed as Minimal (level 1).

Assignment Details

Assignment Title

Communications Officer

Organizational Context & Project Description

UNDP has been working in Azerbaijan for close to 3 decades. It opened its office in the country in the fall of 1992 soon after Azerbaijan gained independence and joined the United Nations. The UNDP activities in Azerbaijan initially focused on the provision of early recovery programme, especially to those affected by the Nagorno Karabakh conflict. Over time, UNDP's role in Azerbaijan has shifted toward longer-term socio-economic development in line with the country's evolving needs.

In Azerbaijan, UNDP brings the best development models of the world in order to maximize the use of "black gold" derived from the oil wealth, to strengthen its "human gold", to enlarge people's choices and reduce inequalities.

The main programming framework for all UN activities in Azerbaijan is the UN-Azerbaijan Partnership Framework (UNAPF) signed between UN and the Azerbaijani Ministry of Economy in 2016. The UNAPF is the United Nations' strategic response to development needs in Azerbaijan as enshrined in the Vision 2020 and the 2030 agenda. The Framework is effective from 2016 through 2020.

UNDP's work focuses on poverty reduction, good governance and peace-building, climate change and disaster management, as well as economic development. UNDP provides support to governments to integrate the SDGs into their national development plans and policies. This work is already underway, as we support many countries in accelerating progress already achieved under the Millennium Development Goals.

In Azerbaijan, UNDP's programme of work is outlined in its "Country Programme Document 2016-2020" and is a result of close consultation with the Government. The current UNDP Country Programme Document contributes to three out of five UNAPF outcomes and is aligned with the Vision 2020 National Development Concept and the SDGs.

These include (i) Sustainable and Inclusive Growth and Decent Work, (ii) Enhanced institutional capacity for good governance, and (iii) Energy, Environment, Climate Change and Resilience.

UNDP supports the Government of Azerbaijan in the areas of governance and sustainable development and is active in the issues of youth engagement and women rights. Since 1992, the United Nations Development Programme in Azerbaijan has contributed to socio-economic development of the country through a number of ways.

In partnership with the government and civil society, UNDP designs and implements innovative initiatives to enable socially excluded people and communities, such as youth, people with disabilities, women living in rural areas and prison inmates to improve their lives ensuring they have equal access to quality services. UNDP has a longstanding and central presence in the area of gender equality and women empowerment. UNDP's flagship Women Resource Centres operate in eight regions of Azerbaijan, where hundreds of women benefit from business development trainings, vocational education, and new employment and income-generation opportunities. UNDP also helps socially active women organise themselves into community groups as well as register and operate their NGOs.

UNDP provides capacity building support to government institutions to effectively develop and implement gender-sensitive and evidence-based policies. Current programmes aim to modernise the vocational education system, revamp the public service delivery, promote e-governance and robust youth engagement. To date, UNDP helped introduce a competitive recruitment process for civil servants, a one-stop-shop centralised registry for citizens and new procedures for improved transparency in key national institutions. UNDP supports modernising the information and communication technologies sector in Azerbaijan and facilitates the improved government efficiency in border and customs services through integrated border management tools while also providing technical and financial assistance to ensure effective mine clearance nationwide.

As the United Nations' global development network, UNDP empowers local communities to participate in decision-making processes for sustainable pastureland and forest management and strengthens farmers' livelihood through expanding agro-businesses using local crop varieties. Community resilience to climate-induced floods is strengthened through the establishment of an early warning system and implementation of a gender-sensitive disaster preparedness programme addressing specific vulnerabilities of men and women. UNDP supports the country's efforts to reduce harmful greenhouse gas (GHG) emissions and increase energy efficiency in the transport and construction sectors. In 2018, UNDP helped the Government of Azerbaijan create the first marine national park in the entire Caspian Sea region.

In line with Agenda 2030, UNDP supports the Government in nationalising and prioritising the Sustainable Development Goals (SDGs) and aligning the country's national development plans with the SDGs.

UNDP country office in Azerbaijan also administers the United Nations Volunteers (UNV) programme, which integrates volunteerism into the implementation and delivery of UNDP's development work across the country.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Under the supervision of UNDP Resident Representative, the National UN Volunteer will undertake the following functions:

Assist in the implementation, monitoring and evaluation of UNDP Azerbaijan Country Office's communications action plan as well as in the planning and organisation of specific activities registered in the plan;
 Draft press releases that contain important project updates and/or cover milestone events;
 Develop powerful new content for the UNDP Country Office website and assist in transitioning to new global templates, including both the English and Azerbaijani pages;
 Update current pages of the website and create new pages when/if required;
 Draft and develop content for social media platforms (Facebook, Twitter, Flickr, YouTube, Sound Cloud), manage SM accounts and engage with UNDP's social media audience, responding to online queries in a timely manner;
 Conduct social media analysis for UNDP CO platforms, measure audience engagement and contribute to building UNDP's social media fan base through assessment of key audiences, content planning, content management, search engine optimization, analytics and assessment of effectiveness of platforms and content;
 Assist in editing/re-writing human interest stories and blogs contributed by programme and project staff. Blogs are published on Medium at <https://medium.com/>;
 Contribute to writing photo essays, which depict success stories from across UNDP's various projects. Preferred digital storytelling platforms for these are: Exposure (see more at <https://exposure.co/>), Shorthand at <https://shorthand.com/> or Medium at <https://medium.com/>;
 Assist in producing graphic design content for social media, such as fact graphs, info graphs, and other documents that require simple design such as brochures and leaflets;
 Assist UNDP CO in managing communications for events, project launches, campaigns –including social media campaigns and press tours to increase the visibility and greater public awareness of UNDP project results as well as other key communications activities.

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

Efficient, timely, responsive, client-friendly and high-quality support rendered to Strategic Communications and Partnerships results carried out by UNDP;
 Increased programme visibility within UNDP community and amongst UNDP partners, and increased integration within programmatic areas related to communication;
 Improved social media presence of the UNDP Country Office;
 An increased number of followers on UNDP SM accounts;
 An increased number of press releases, success stories, infographics and other communications products;

- 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

Required Degree Level Master degree or equivalent

Education - Additional Comments

Type of degree: Communications, Journalism, Public Relations, Social Sciences, or similar

Required experience 36 months

Experience Remark

Years of work experience: 3 years of professional experience relevant to communication, print and broadcast media or interactive digital media, at either the national or international level

Language Skills

- English (Mandatory) , Level - Fluent
- AND - Azerbaijani (Mandatory) , Level - Fluent

Area of Expertise

- Journalism, mass media and broadcasting Mandatory
- Public information and reporting Optional
- Other communications related experience Optional

Area of Expertise Requirement

Area of expertise requirement:

- Communication, experience with development and implementation of communication strategies;
- Proficiency in using computer applications (Microsoft Office Suite, email/internet, other IT applications);
- Skills and technical competence in producing for various media formats: print, web, social media);
- Good photography and videography skills will be a welcome asset to this role.

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing

- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- Working in Teams

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service:

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.

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) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

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

AZER000029-4498

Application procedure

* Not yet registered in the UNV Talent Pool?

Please 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?

Please 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.

This is a national UN Volunteer assignment, therefore only nationals of Azerbaijan and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 11 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.