***Description of Assignment***

**Prepared by:** Host organization in coordination with the UNDP Country Office/UNV Field Units or UNV Focal Points

**VMC process:** Request for the services of a UN Volunteer. The Description of Assignment (DOA) is provided on a standard UNV form which is available at any UNDP Country Office or from UNV Headquarters. This form should be completed in full, providing concise information on the project and a clear description of the UN Volunteer’s assignment tasks as well as embedding volunteerism for development as per guidelines.

**Purpose:** Provide UNV HQ and the UNV candidate with information on key elements of the UNV assignment, including required competencies, roles and responsibilities of the future UN Volunteer. Serve as basis for the identification, submission and interview of UN Volunteer candidates.

**Format:** Description of Assignment

**Guidelines on embedding Volunteerism for Development into the standard Description of Assignment for UN Volunteers**

Promoting volunteerism for peace and development is an integral part of every UN Volunteer assignment. The Description of Assignment (DOA) needs to outline ways to promote volunteerism for development through and alongside the UN Volunteer assignment.

Assignments in the fields of agriculture, HIV/AIDS, community mobilization, human rights, civil or humanitarian affairs should all provide ample opportunities for demonstrating that volunteerism contributes directly to development. For all these areas of specialization the promotion of volunteerism for development should not be expressed solely through a number of bullet points in the DOA template but should be clearly mainstreamed within the DOA. The promotion of volunteerism for development, engaging in volunteering activities, building volunteering-based partnerships, and/or mobilizing local communities needs to permeate UN Volunteer assignments and be carried out within the context of their duties.

Volunteerism for development is a means to achieve the overarching objective of the assignment; therefore, the DOA should include specific tasks related to the promotion of volunteerism for development tailor-made to the specific position. UNV encourages the inclusion of volunteerism for development in all areas of UN Volunteers’ work while, at the same time, recognizing that not all assignments easily lend themselves to the pursuit of volunteerism within their framework. For such DOA where the volunteerism for development cannot be mainstreamed, we suggest the inclusion of a number of bullet points that pursue the promotion of volunteerism for development throughout the assignment in addition to the bullet points indicated in the DOA template. Those bullet points could include:

* Networking and building relationships with local organizations, groups or individuals and supporting and/or participating in local volunteering initiatives;
* Encouraging, mobilizing and supporting co-workers, fellow UN Volunteers and members of the local community to play an active part in development on a voluntary basis;
* Initiating and/or participating in local volunteer groups, including assisting them in submitting stories and experiences to the World Volunteer Web site;
* Discussing with supervisors on how volunteerism for development can be mainstreamed through the assignment and integrating activities that promote volunteerism for development into work plans.
* Building on this DOA template will ensure further advocacy through the promotion of volunteerism within the programme/project and within the context of the assignment. Including in DOA gives greater recognition and legitimacy to this commitment with concerned host organizations and partners.

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. Type of Assignment: National UN Volunteer**

**2. Type of Assignment Place: National UN Volunteer (open to Chinese nationals)**

**3. Assignment Title: UNV Communications Assistant**

**4. Vacancy Number: 1**

**5. Link with UNV Strategic Framework : National Capacity Development through volunteer schemes**

**6. Duty Station, Country: Beijing, China**

**7. Duration (in months): 12**

**8. Expected Starting Date: April 2023**

**9. Host Agency/Host Institute:** UN Resident Coordinator Office in China

The UN Resident Coordinator leads the UN Country Team in China, including all the UN entities present in China. The purpose of the Resident Coordinators System (RCS) is to bring together different UN agencies to improve the efficiency and effectiveness of operational activities at the country level, helping the UN to be a more relevant and reliable partner for governments, notably by establishing and strengthening these partnerships for the achievement of the Sustainable Development Goals (SDGs).

The UN Resident Coordinators Office (RCO) supports the roles and functions of the UN Resident Coordinator and UN Country Team. The RCO provides inter-agency coordination support to the UN Country Team (UNCT) and its various inter-agency working mechanisms, including theme groups. Key functions of the RCO include:

* strategic analysis, planning and positioning of the Country Team;
* preparation and monitoring of the United Nations Sustainable Development Cooperation Framework (UNSDCF);
* support to joint UN programming and operations management;
* policy guidance;
* joint advocacy and communications to enhance UN coherence;
* improve overall programme impact of the UN System in China.

**10.** **Brief Portfolio Description:**

The RCO is looking for a motivated talent to join the Communications team on a full-time basis and contribute to its crucial mandate of enhancing the coherence of the UN System in China through communication and advocacy efforts. The assignment is expected to start in April 2023 and last for 12 months.

Under the overall guidance of the Head of Communications, the assignment will provide the successful candidate with a unique opportunity to work closely with team members and learn about how the UN system operates at the country level.

**11. Description of tasks:**

The UNV Communications Assistant will be responsible for providing support to RCO in its mandate to advance its objectives for communications and advocacy, which includes:

* Support the development of weekly social media calendar and draft posts for UN China’s Chinese and international social media platforms.
* Support and provide inputs to social media campaigns for key office events or unvational days.
* Participate in updating and providing inputs to UN China website and other communications productions, including creating and recording videos, podcasts, articles, social media posts etc.
* Support the development, translation and editing of communications materials, including op-eds, website content, press releases, social media posts, speeches, and other media/social media or related articles in English and Chinese.
* Facilitate on-site communications activity set-up, including podcast recording, press conferences, video shooting etc.
* Support team members in coordinating inter-agency and high-level meetings or events organized through the UN Communications Group.
* Implement daily administrative and logistical tasks related to communications work.
* Complete other ad hoc tasks requested by the office and/or supervisor.

**12**. **Results/Expected Output:**

The UNV will contribute towards the following outputs:

* actively engage in UN communication and advocacy initiatives;
* have hands-on experience of various UN communications products, videos, documents and articles;
* learn about the functions and roles of a wide range of UN agencies;
* gain insight into the country programming process of the UN;
* become familiar with how the UN interacts with counterparts.

**13. Qualifications/Requirements:**

Major in Communications, Journalism, Translation & Interpretation, English Literature, International Relations or other relevant fields.

Candidates must meet one of the following educational requirements:

* In the final year of a Bachelors programme;
* Or within one year after graduation from a Bachelors, Masters or Ph.D. programme.

***Key Competencies:***

* Communication: Ability to draft clearly and concisely, good written and oral language skills.
* Teamwork: Good interpersonal skills, ability to work collaboratively with colleagues from different national and cultural backgrounds to achieve organizational goals.
* Client Orientation: Considers all those to whom services are provided to be ‘clients’ and seeks to see things from clients’ point of view.

**14. Living Conditions:**

The duty station of the national UNV is in Beijing, where high-quality public infrastructure and health services are available. It is the foremost political and cultural metropolis in China. The city has excellent health services available.

In general, rent for apartments in central locations is high relative to other regions in China, but quality is good. Beijing is well served by many shopping malls, large supermarket chains and unvational brands. Buses and subways are the most common form of mass transportation. Metered taxis are widely available and domestic and regional travel by train and airplane is popular.

**15. Conditions of Service for national UN Volunteers**

The National UN Volunteer receives a standard volunteer living allowance (VLA), which is intended to cover their accommodation and basic living expenses. The NUNV is entitled to an excellent health, life and disability insurance package. A modest Settling-in Grant and end of assignment allowances will also be provided along with travel to and from the duty station. The NUNV is entitled to 2.5 days personal leave per month and UN official holidays.

**Description of Assignment Prepared By:**

**Description of Assignment Sent to:**

*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.*