



## United Nations Volunteers (UNV) Unit Terms of Reference

**Title : Communication and Outreach Assistant**

**Duration : 6 Months (Full Time)**

**Location : UNV Country Office Team (COT), Colombo**

**Application Deadline: 15<sup>th</sup> January 2018**

Under the direct supervision of the Programme Officer [PO], the intern will be expected to provide support to the communication functions of the United Nations Volunteers (UNV) Country Office Team.

The candidate is expected to work on a daily basis with colleagues in the UNV COT, and regularly with UNDP, UNV/HQ Bonn, UN Communications Group, UNVs, Key Stakeholders, volunteers and the general public.

### **Duties & Responsibilities**

- Assist with the preparation and production of communication material, including press releases, fast facts brochures, newsletters, publications and reports.
- Assist with the social media coverage of project activities whilst updating UNV Sri Lanka social media on a regular basis.
- Support the work of the United Nations Communications Group (UNCG) in Sri Lanka including conducting of events in collaboration with the UN Communications Group.
- Assist with the implementation of the UNV Sri Lanka Communication and Advocacy Strategies towards strengthening the presence of UNV Sri Lanka both online and offline.
- Assist in the coordination of outreach activities.
- Assist in planning and implementing new initiatives.
- Respond to queries regarding the UNV programme in general and in Sri Lanka.
- Support the collection of volunteer stories.
- Identify and assist the production of new communications vehicles for UNV Sri Lanka, including videos and stories of UN Volunteers.
- Assist in developing partnerships and network with journalists, bloggers, local media, service providers, local innovators, private sector, youth-led and volunteer-involving organisations.
- Support the preparation of written content for communication and knowledge products ensuring high editorial quality.
- Track effectiveness of the communications campaign drafting monthly reports.
- Keep abreast of news and trends at local and global level aiming at bringing digital innovation ideas into the organization.
- Support in organising all UNV related events.
- Assist the UNV COT with any other duties as maybe assigned.
- Perform other related tasks and responsibilities as requested.

*We are inspiration in action*



### **Qualifications and Experience**

Pursuing final year / awaiting results of University Degree in the field of communications, public relations, journalism, development or equivalent.

Excellent command of written and spoken English required and proficiency in Sinhala and/or Tamil is an advantage.

Ability to think and work logically and work precisely with attention to detail.

Initiative, sound judgement and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds.

### **Competencies**

Proactive

Self-organizer with respect for deadlines

Team Player

Excellent writing skills

Quick learner

Able to facilitate activities.

Working knowledge in Microsoft Office, Photoshop and other content creation platforms.

Firm understanding of social media platforms and their use in communications and advocacy.

Inter-personal skills including: Communication and listening skills; Multi-cultural awareness and cultural competency; Conflict and stress management.

Volunteering-related skills including: Leadership; civic responsibility; and engagement and active participation.

**Application Process:** Interested candidates should submit their CV with a cover letter (in English) and telephone/email contact information by email to [info@unvlk.org](mailto:info@unvlk.org) clearly indicating the post title "*Communication and Outreach Assistant*" 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 the envelope and ensure it reaches the address below by Monday, 15 January 2018

United Nations Volunteers 202-204 Baudhaloka Mawatha Colombo 07

Only short-listed candidates will be contacted. United Nations interns are not paid. All costs related to travel, insurance, accommodation, and living expenses must be borne by either the interns or their sponsoring institutions.