



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.

General Information

- 1. Country of Assignment:** Sri Lanka
- 2. Agency Name/ Host Institute:** WFP
- 3. Volunteer Category:** National Specialist
- 4. Number of Volunteer:** 1
- 5. Duty Station, Country:** Mullaitivu, Sri Lanka
- 6. Duration (in months):** 12
- 7. Expected Starting Date:** Immediate
- 8. Living Conditions:**

Mullaitivu is situated on the north-eastern coast of the Northern Province in Sri Lanka. Mullaitivu district is one of the 25 districts in the country. The climate is tropical throughout the year. The average being 27.8 °C.

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

- 9. Assignment Type:** Non-Family Assignment

T. +49 (0) 228-815 2000
F. +49 (0) 228-815 2001

A. Platz der Vereinten Nationen 1, 53113 Bonn, Germany
W. www.unv.org

We are inspiration in action

Assignment Details

10 Assignment Title: Communications Officer

11. Organizational Context & Project Description:

The Communications Officer will work under the overall supervision of the Head of Area Office (Northern Province) of the World Food Programme (WFP) Country Office in Sri Lanka, with technical guidance from the WFP Nutrition and Communications team. Given the nature of the assignment, the Communications Officer will also receive technical supervision of the Country Director and the Chief Technical Advisor of the International Labour Organization Country Office for Sri Lanka and the Maldives. Within the context of the project, the Communications Officer will be the key resource person on communications, particularly those related to behaviour change communication to enhance knowledge and skills of the project's beneficiaries.

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world achieve Zero Hunger in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable. The mission of WFP is to help the world achieve Zero Hunger in our lifetimes. While the WFP's mandate clearly articulates humanitarian and development responsibilities, the organization's comparative advantage and long experience are in emergencies and recovery operations, nutrition and food security, livelihoods support, including conflict and post-conflict environments.

The ILO is the oldest specialized agency of the United Nations, possessing almost a century of experience in the promotion of social justice, international labour standards, and decent work. Since Sri Lanka became a member state of the ILO in 1948, the ILO has been playing a pivotal role. Since January 2018, the ILO, WFP, and the Puthukkudiyiruppu Women Entrepreneurs' Cooperative Society (PTK) are implementing a UN Peace Building Fund funded project, "EMPOWER: Building peace through the economic empowerment of women in Northern Sri Lanka." This overall objective of the project is to increase access to economic empowerment, social integration, resilience and peacebuilding participation of female former combatants and other disadvantaged and conflict affected women members of the PTK in one of the most isolated and war-affected Northern district of Sri Lanka through cooperative enterprise engagement with new markets, networks and opportunities that have opened up as a result of an improved post-conflict environment.

In achieving the objective, the project will work towards creating more income generating opportunities and strengthen civil society participation through a local cooperative to enhance the decision-making power of a conflict-affected, vulnerable population, with a direct focus on women and their families. In doing so, the project shall also revitalize the business linkages and formal transactions that were disconnected over two decades of conflict.

The project will include capacity building of the PTK members in terms of analytical, social networking, and business strategy skills, language skills, and business start-up management. Furthermore, the project will also roll out awareness raising campaigns on gender base violence, peace building and conflict resolution. In post-conflict reconstruction and peace building.

The position is created through the collaboration of UNV with PBSO to support the efforts of Gender-Responsive Peacebuilding and bring forward the positive attribution of volunteerism to this field. The UN Volunteer is expected to share the value of volunteerism and report twice during the 12 months assignment through a reporting format provided by UNV, and submit at least four photographs for donor reporting. The incumbent will be part of a group of UN Volunteers who work on this subject with different UN agencies in several countries across the globe.

12. Sustainable Development Goals: 2. Zero Hunger

13.UNV Focus Area: Peace building

14.Task descriptions

Under the overall supervision of the Head of Area Office (Northern Province) of the World Food Programme (WFP) Country Office in Sri Lanka, with technical guidance from the WFP Nutrition and Communications team the UN Volunteer will undertake the following tasks:

Technical support:

- Provide technical expertise to design, develop and monitor Social Behaviour Change Communications (SBCC) strategies, approach and tools, targeting project beneficiaries, in regards gender related issues, food security and nutrition, and livelihood and market access
- Support the development of innovative new approaches to SBCC, including the use of Information and Communication Technology
- Oversee preparation of SBCC component of project annual and quarterly work plans
- Gather feedback on implementation of SBCC strategies in pilot districts and provide technical support, when necessary.

- Provide technical support and guidance on communications and advocacy for all project activities and strategies.
- Support for technical production of communication and advocacy materials and tools for the project.
- Conduct mapping of major stakeholders such as media outlets, journalists, creative personnel who could be relevant for the implementation of SBCC campaign.

Training and Capacity Building

- Training and mentoring peers, partners and clients on best practices of communication, latest trends, newest ideas and learning curves of evidence based communication strategies.
- Staying updated with cutting-edge, best practices and evolution in the field of SBCC/ Communications.
- Provide technical support to the roll out of training packages for district level stakeholders.
- Design and support implementation of SBCC-specific capacity building activities
- Coordinate the organization of meetings, workshops, seminars and training events on SBCC matters.

Monitoring and Evaluation

- Oversee preparation of SBCC component of project annual and quarterly work plans
- Gather feedback on implementation of SBCC strategies in pilot districts and provide technical support, when necessary.
- Support in developing SBCC plan, to measure effectiveness of activities in terms of raising awareness, changing attitudes, etc.

Others

- Any other relevant duties requested by the Country Director and the Deputy Country Director of the World Food Programme (WFP) Country Office in Sri Lanka.

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;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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.

15. Results/Expected Outputs

- Designed project outcomes with an integrated perspective with a special focus on the design and implementation of the project's communications strategy, with guidance provided from WFP and ILO.
- Completed communications strategy, sensitive to the peacebuilding and gender context, to ensure that project activities are inclusive in all stages of implementation.
- Contributed to communications through good research, analysis of assigned area of work and timely preparation and distribution of information products to target audience(s).
- Completed social media plan by developing social media content, and utilising platforms, networks and partners to enhance coverage and support of project activities;
- Completed data collection, analysis, and reporting in a timely manner that contributed to the internal midterm evaluation as well as the final independent evaluation of the project.
- Research work undertaken for the project to ensure quality of the data, analysis and those of the end product.
- Provided advice and guidance to the local implementing partners to enhance their communications capacity in order to ensure that all activities meet desired standards of consistency, quality and impact.
- Developed the capacity of national staff or (non-) governmental counterparts, including Implementing Partners (IPs) through coaching, mentoring and formal on-the-job training, when working with (including supervising);
- Applied Age, Gender and Diversity (AGD) perspective integrated and documented in all activities throughout the assignment;
- Finalized the statement of the 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

16. Education – Required Degree Level: Master's degree preferred, but candidates with a bachelor's degree and related experience will also be considered.

Education - Additional Comments:

17. Type of degree: University degree in Journalism, International Relations, Public Relations, Communications or other relevant field, or First University degree with additional years of related work experience and/or trainings/courses

18. Required Experience: Five years preferred

19. Experience Description: Five years of professional experience in a communications position responsible for implementing communications/SBCC activities of international development projects. Experience in the design and implementation of beneficiary monitoring and database systems. At least three years at the international level.

20. Language Skills: Excellent command of English (Written/Spoken: mother tongue/fluent). Tamil is required and Sinhala is an asset.

T. +49 (0) 228-815 2000
F. +49 (0) 228-815 2001

A. Platz der Vereinten Nationen 1, 53113 Bonn, Germany
W. www.unv.org

We are inspiration in action

Computer skills: Experienced using MS Excel and any other communications tools.

21. Areas of Expertise: Communication, mass media and art *Please click the hyperlink [here](#) for the details*

Additional Requirements for Area of Expertise:

22. Need Driving License: No

23. Competencies and Values:

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations.
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in the work environment.
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups;
- Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;

- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

Conditions of Service and other information

24. 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 LKR 73,666 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 a resettlement allowance for satisfactory service.

25. How to Apply

Submit your CV with a cover letter (in English) and telephone/email contact information by email to info@unvfk.org clearly indicating the post title "**Communications Officer**" 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 **Wednesday, 02nd May 2018**.

Disclaimer

The United Nations Volunteers programme (UNV) is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.