



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

Assignment title:	Partnerships and Communications Specialist
UN Host Entity:	UNDP RSCA
Country of assignment:	Ethiopia
Duty station:	Addis Ababa,
Volunteer category:	International UN Volunteer
Duration:	24 months
Expected starting date:	1 October 2024
Sustainable Development Goal:	17. Partnerships for the Goals

Details

Organization mission and objectives

- Articulate and implement a vision for integrated RSCA responses to the needs of countries in the Africa region as expressed and requested by UNDP Country Offices and captured in relevant work plans.
- Ensure and oversee the preparation, implementation

T. +49 (0) 228-815 2000

A. Platz der Vereinten Nationen 1, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

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and monitoring of the integrated work plan for the RSCA.

- Ensure quality and timely support to UNDP activities in the Africa region, as well as substantive contributions to UNDP's global policy work through the GPN.
- Ensure, in close liaison with RBA/HQ and other relevant HQ units, that teams have the resources they need to implement their plans.
- Oversee, through relevant RSCA-wide and unit/practice work plans, smooth and coordinated management and operations across all RSCA Hubs.
- Approve and prioritize requests for support to Country Offices based on COST preliminary assessments and consultations with relevant teams and ensure cost-effective and integrated delivery of such support in line with UNDP's Greening Moonshot commitments.
- Define and support the functioning of additional internal (permanent and/or time-bound) mechanisms to ensure adequate inter-practice and inter-hub coordination, integration, and knowledge generation and management.
- Identify and resolve managerial and operational issues likely to compromise integrated CO support and KM activities, including issues escalated by clusters and teams.
- Facilitate and actively support implementation of the Africa Regional Programme as part of integrated RSCA support to the region, guided in part by an RSCA-wide approach to engagement with state and non-state regional bodies and organizations.
- Ensure UNDP presence in Africa regional UN coordination mechanisms and participation in UN regional policy advocacy initiatives.
- Identify and fill communication gaps to ensure the regular flow of information to all staff and at all levels of the RSCA on matters of interest to RSCA work and the image of UNDP.

Assignment context

Structured within UNDP's Regional Service Centre for Africa (RSCA) in Addis Ababa, the Directorate oversees the management of the RSCA. The Directorate provides strategic direction to the RSCA and ensures that the work of all units is coordinated and working towards the same goal. The RSCA serves as an extension of the New York based Regional Bureau for Africa on the continent. Anchored in its main location in Addis Ababa, Ethiopia, the RSCA also operates from other locations of Nairobi, Pretoria and Dakar. The various locations focus on different areas but works as integrated unit through regular consultations and sharing of information to keep each other abreast of the issues ensuring coherence in approach.

The Volunteer will work with the Directorate Team under the supervision of the Coordination Specialist to support partnerships, communications and knowledge management. The Volunteer will support the RSCA partnerships mapping to better understand the strategic areas of focus for improved resource mobilization. The Volunteer will also support the development and implementation of a robust communications to better inform RSCA partners and stakeholders of its activities and results. In this role, the Volunteer will also support the communications activities of the RSCA and the Regional Programme related to knowledge product launches, thought leadership and positioning of UNDP in the region. The Volunteer will also support enhancement of a RSCA Knowledge Gateway on SharePoint as a platform for knowledge sharing, knowledge creation and knowledge documentation.

Task description

Under the direct supervision of the Coordination Specialist, the UN Volunteer will undertake the following tasks:

a) Partnership Management:

- Identify potential partners and develop strategic partnerships to support the RSCA's goals.
- Facilitate the development and maintenance of partnerships with external counterparts including JICA through effective communication and collaboration.
- Coordinate partnership activities, including meetings, workshops, and joint initiatives.
- Monitor and evaluate the performance of partnerships and provide recommendations for improvement.

b) Communication Management:

- Implement a comprehensive communication strategy to enhance the RSCA's visibility and reputation.
- Create and disseminate engaging content through various channels, including social media, website, newsletters, and press releases.
- Coordinate internal and external communication activities, ensuring consistency of messaging and branding.
- Monitor and analyze the effectiveness of communication efforts and make necessary adjustments.

c) Knowledge Management:

- Implement a knowledge management system to capture, organize, and share information within the organization.
- Facilitate the collection and documentation of best practices, lessons learned, and success stories.
- Promote knowledge sharing and learning among staff members and partners.
- Ensure the security and confidentiality of sensitive information.

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.

Requirements

Education: Bachelor's degree in International Relations, Political Science, Journalism, Knowledge Management or other relevant social sciences

Minimum experience: 3 years in a **development organisation**

Skills and experience description:

UNDP is seeking a qualified partnerships, communications and/or knowledge management professional with 3 years' experience in:

- coordinating partnerships activities, setting up internal communication and knowledge systems for large organizations (preferably with experience in Microsoft SharePoint);
- managing how knowledge is created, shared and stored on internal and external platforms; monitoring and evaluating research initiatives;
- communicating this knowledge through organizing webinars and trainings; and drafting content for websites, newsletters and other communications materials.

Language skills

English mandatory ☒ optional ☐
 basic ☐ fair ☐ working knowledge ☐ fluent ☒ mother tongue ☐

French mandatory ☐ optional ☒
 basic ☐ fair ☐ working knowledge ☒ fluent ☐ mother tongue ☐

Competencies and Values

- ☐ Accountability
- ☐ Adaptability and Flexibility
- ☐ Building Trust
- ☐ Client Orientation
- ☐ Commitment and Motivation
- ☐ Commitment to Continuous Learning
- ☒ Communication
- ☒ Creativity
- ☐ Empowering Others
- ☐ Ethics and Values

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- ☒ 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

Driving license needed:

No

Living conditions

Addis Ababa is the capital of the Federal Democratic Republic of Ethiopia. The population is estimated at about 4 million plus. Addis Ababa is located in the Ethiopian highlands at an altitude of 2,500-2,700 meters. The climate is sunny and temperate, but it can be very cold at night, with freezing temperature at times, it is therefore advisable to bring some warm clothing. Addis Ababa is the headquarters for the UN Economic Commission for Africa as well as the African Union (AU). Thus, there is a very large community of expatriates from all over the world. There are some 80 embassies/diplomatic missions. Housing is most of the time readily available and the rents are, on average, reasonable. Most foodstuffs, beverages, household goods, furniture and clothing are mostly imported from the Middle/Far East, South Africa and Europe, local brands can be found, although they can be expensive. Meat, fish, fresh fruits and vegetables are cheap and abundantly available.

The basic infrastructures - roads, utilities, and telecommunications still have room for further development. Medical facilities are still largely inadequate, although a few private clinics and hospitals provide reasonably good routine care. There are lots of tourist attractions to visit around the country, although the amenities are often poor to average. Several restaurants around the city serve local and international cuisine and there are numerous social and cultural events throughout the year organized by the international and local communities. Sports facilities (fitness, tennis, swimming, riding, golf, etc.) exist in the major hotels or in different establishments around the city. There are no major or special security concerns within Addis Ababa city limits.