



## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

**Id** 1696714523870464

**VMAM Id** 1696714523870464

**Opportunity Type (Online/Onsite)** Onsite

**Opportunity Title** Communications Specialist

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

<b>Host Entity</b>	WHO
<b>Country of Assignment</b>	Bosnia and Herzegovina
<b>Duty station</b>	Sarajevo,
<b>Volunteer Category</b>	National UN Volunteer Specialist
<b>Number of UN Volunteers</b>	1
<b>Duration</b>	12m
<b>Possibility of Extension</b>	Yes
<b>Expected Start Date</b>	09/15/2022
<b>Sustainable Development Goal</b>	3. Good health and well-being
<b>Disabilities</b>	No

## DOA Details

**Organisation mission and objectives** The World Health Organization (WHO), established in 1948 is the authority responsible for public health within the United Nations system. The Organization seeks “the attainment by all peoples of the highest possible level of health.”

**Assignment context** The WHO Regional Office for Europe (WHO/Europe) is one of WHO’s six regional offices around the world. It serves the WHO European Region, which comprises 53 countries, covering a vast geographical region from the Atlantic to the Pacific oceans. WHO/Europe staff are public health, scientific and technical experts, based in the main office in Copenhagen, Denmark, in 6 technical centres and in country offices in 30 Member States. This UNV assignment will contribute to delivering WHO’s European Programme of Work, 2020-2025, “United Action for Better Health”, which has three core priorities: moving towards universal health coverage, protecting against health emergencies, and promoting health and well-being. Strengthening capacity at country level in communications is key to achieving this. <https://www.euro.who.int/en/health-topics/health-policy/european-programme-of-work>

**Task description**

The purpose of this assignment is to support the WHO Country Office in communicating on relevant health issues, developments and findings; promoting the work of WHO at national level; and contributing to communications activities on delivering the European Programme of Work at country and regional levels. Key duties include:

- To coordinate, implement and evaluate the EPW (European Programme of Work) communications action plan for the WHO Country Office.
- To plan and develop, with support from Country Office (CO) and RO (Regional Office) staff when necessary, communications messages and products on country work for public and professional groups (policy-makers and health professionals, media, web and social media audiences, and the public).
- To develop and deliver selected public health and health care campaigns (e.g. communicable and non-communicable diseases, vaccination, mental health, digital health, health care workers, health system developments, universal health coverage, the Sustainable Development Goals), including messages, written and multimedia materials, dissemination and follow-up.
- To contribute to Regional communications strategies and plans, and coordinate/ share information with the Regional communications team on key communications activities including capacity-building.
- To network, coordinate and manage the contacts of key communications counterparts among UN partners, authorities and communications outlets at national level.
- To ensure proper visibility and support to partner engagement initiatives and collaboration (including development partners and donors) through development and dissemination of relevant communications products.
- To provide support to CO/RO in managing resource partner engagement including assisting in proposal development and reporting.
- To support the WHO Representative on strategic external and internal communications.
- Any other related tasks as may be required or assigned by the supervisor. Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- 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 self-reports on UN Volunteer actions, results and opportunities.
- 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.

**Eligibility Criteria**

**Age** 27-80  
**Nationality** NATIONAL  
**Additional eligibility criteria**

**DOA Requirements**

**DOA Requirements**

**Required education level** Bachelor degree or equivalent

**Area(s) of specialisation** social and political science, international relations, development studies, communications, public relations, journalism or social sciences

## Required experience

**Required experience** 3

**Required skills and experience**

communications, or other relevant programmes; experience with social media, web communications, resource mobilization, and media relations is an asset, as is experience working in the UN or other international development organization • Excellent drafting, formulation, reporting skills; • Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including NGOs, UN partners, national authorities, media, resource partners; • Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel; • Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; • Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines; • Sound security awareness; • Have affinity with or interest in public health and the sustainable development agenda, volunteerism as a mechanism for durable development, and the UN System • Working knowledge of another official UN Language is an advantage.

## Language

Language	Language skills	Language requirement
English	Fluent	Yes
Bosnian	Fluent	Yes
Serbian	Fluent	Yes
Croatian	Fluent	Yes

## Area of Expertise

- Communication

**Driving license required** No

**Type of driving licenses**

**Competencies and values** • Communication • Teamwork and respect for diversity • Planning and organizing, producing results • Genuine commitment towards the principles of voluntary engagement.

## Other information

**Living conditions and other remarks**

Duty station: Sarajevo, Bosnia and Herzegovina As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. UN Volunteer entitlements and allowances: The purpose of the allowances and entitlements paid to UN Volunteers is to enable UN Volunteers to sustain a secure standard of living at the duty stations in line with United Nations standards without incurring personal costs. The allowances are in no way to be understood as compensation, reward, or salary in exchange for the UN Volunteer's service. Contingent on specific eligibility criteria, location of the volunteer assignment and contractual type and category, the payment of allowances will begin from the date of Commencement of Service For more information on entitlements please read the Condition of Service (<https://explore.unv.org/cos>) and use the entitlement calculator (<https://app.unv.org/calculator>) for the most up to date information <https://www.unv.org/>