



JOB OPPORTUNITY:

WEB COMMUNICATIONS SPECIALIST

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, UNV 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, UNV 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 UNV volunteers even more rewarding and productive.

- 1. UNV Assignment Title:** **Web Communications Specialist**
- 2. Type of assignment (International or National UNV volunteer):** **National**
- 3. Project Title:** **UNV Support to ‘Delivery as One’ Through Integration of Volunteerism for Development**
- 4. Duration:** **1 year**
- 5. Location, Country:** **Dar es Salaam, Tanzania**
- 6. Expected starting date:** **Immediate**
- 7. Brief Project Description:** **As part of the UNV efforts to engage in the UN reform process, support is provided to the eight ‘Delivering as One’ pilot countries. Voluntarism is being integrated into the pilot programmes in various ways in order for UNV to better serve as a development asset to the UN System.**
- 8. Host Agency/Host Institute:** **UN Resident Coordinator’s Office/UNDP**
- 9. Organizational Context:** **As one of the 17 resident UN agencies in Tanzania, UNDP is fully engaged in the Delivering as One pilot. The organization acts as Managing Agent for four of the joint programmes and thus has considerable responsibility for achievement of results and resources management. The Office of the Resident Coordinator has been empowered with the reform process as its coordination functions have grown considerably in scope with the pilot initiative. As part of the efforts to speak with One Voice, the Resident Coordinator is the main link between the UN and the Government and Co-chairs the Joint Government – UN Steering Committee. Enhanced internal and external communication between the UN and key stakeholders is also part of the reform and it is in this respect that the Resident Coordinator’s Office is seeking a Web Communications Specialist to manage the new UN Tanzania website and Intranet and support other communication functions of the office.**



10. Description of Duties:

Under the direct supervision of the RCO Communications Specialist the UNV volunteer will undertake the following tasks:

- Manage the updating of general content and documents on the UN Tanzania website and intranet
- Produce web-stories and other required content for the website and intranet
- Gather information regarding integration of volunteerism for development into “Delivery as One” initiatives in Tanzania and produce web stories and contents on volunteerism for development for the website and intranet. Respond to various information requests
- Provide training and support to the users of the sites who have editorial rights
- Handle the continuous restructuring of the sites to ensure they answer to the changing needs of the UN Country Team
- Ensure the overall functionality of the sites and engage web developers as required
- Undertake various other communication-related tasks for the RCO as required, including administration of communication activities

Furthermore, UNV volunteers are encouraged to:

- Strengthening their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking active part in UNV activities (for instance in events that mark IVD);
- Getting acquainted with and building on traditional and/or local forms of volunteerism in the host country;
- Reflecting on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contributing articles/write-ups on field experiences and submitting them for UNV publications/websites, newsletters, press releases, etc.;
- Assisting with the UNV Buddy Programme for newly-arrived UNV volunteers;
- Promoting or advising local groups in the use of online volunteering, or encouraging relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

11. Results/Expected Output:

- Internal communication on Delivering as One, both inter-agency and within agencies, improved as a result of the use of the new UN Tanzania intranet.
- Communication with UN agencies and offices worldwide, HQ and external stakeholders improved through effective information sharing via the UN Tanzania website.
- Capability of the Resident Coordinator’s Office to deal with emerging communication needs strengthened.
- Easy access to information from the UN facilitated for the general public
- Image of the UN Tanzania as a coherent, well-coordinated and accessible organisation strengthened
- Knowledge and information on Volunteerism for Development contributions to “Delivery as One” is documented and shared. A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.

12. Qualifications/Requirements:

- Minimum of a Bachelor’s degree or equivalent Advanced Diploma in communications, journalism or public relations.
- Minimum age of 25 years.
- Minimum 3 years of relevant work experience – in a similar full time job at national or international level.
- Experience with development work an advantage, but not a requirement.



- Proven experience in daily management of websites and intranets, preferably with a multilateral or international development organization.
- Conversant with Content Management Systems and the use of Windows computer applications
- Excellent command of English and Swahili, both orally and in writing
- Outstanding drafting skills and creative story writer
- Ability to work independently and under tight deadlines

13. Competencies:

- **Corporate competencies:**
 - Demonstrates integrity by modeling the UN's values and ethical standards
 - Advocates and promotes the values and strategic goals of the UN in Tanzania
 - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- **Knowledge Management and Learning:**
 - Shares knowledge and experience with colleagues
 - Encourages office staff to share knowledge through the website and intranet
 - Actively works towards continuing personal learning and development
- **Development and Operational Effectiveness:**
 - Ability to implement communications strategies
 - Ability to advocate effectively
 - Ability to conceptualize, plan and execute ideas
 - Communicates sensitively and effectively across different constituencies
 - Demonstrates excellent ability to write and communicate orally with accuracy and professionalism
 - Good knowledge of current development issues
 - Ability to conceptualize issues and analyze data
 - Demonstrates strong IT skills
- **Leadership and Self-management:**
 - Focuses on impact and result for the client
 - Leads teams effectively and shows conflict resolution skills
 - Consistently approaches work with energy and a positive, constructive attitude
 - Builds strong relationships with clients and external actors
 - Demonstrates openness to change and ability to manage complexities

14. Conditions of Service

A 12-month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities; life, health, and permanent disability insurance; transportation to and from place of recruitment to duty station and resettlement allowance.

15. Application Mode:

Applications with current CVs and copies of certificates should be submitted to: UNV Country Programme Office, P.O. Box 9182 Dar es Salaam before 16 October 2009. **Only short-listed candidates will be contacted.**

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