



UNV VOLUNTEER TERMS OF REFERENCE

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:** Communication Assistant
2. **Type of assignment:** national UNV volunteer (specialist)
3. **Project Title:** South-South Development Academy
4. **Duration:** 3 months (with the possibility of extension)
5. **Location, Country:** Brazil - (work carried out at networked virtual office)
6. **Expected starting date:** 5 April 2010

7. Brief Project Description:

The Special Unit for South-South Cooperation (SU/SSC) was established by the United National General Assembly in 1978. Hosted in UNDP, its primary mandate is to promote, coordinate and support South-South and triangular cooperation on a Global and United Nations system-wide basis. Aware of the central role of knowledge-sharing for South-South cooperation, member states have requested that knowledge sharing should become a significant part of the SU/SSC agenda.

In a novel approach aimed at strengthening social and economic ties among developing nations and sharing knowledge and best practices, the Special Unit for South-South Cooperation (SU/SSC) within the United Nations Development Programme (UNDP), committed to transform, consolidate and institutionalize its current efforts into an integrated and mutually reinforcing multilateral South-South cooperation support architecture. Through its Cooperation Framework 2009-2011 approved by the UNDP Executive Board, SU/SSC is building this architecture through three interlinked platforms:

1. The Global South-South Development Academy (GSSD ACADEMY): to enable development partners to systematically identify, document and catalogue development solutions for global validation and mutual learning;
2. The Global South-South Development Expo (GSSD EXPO): to enable development partners to showcase successful and scalable development solutions to the broader community for partnership building; and
3. The South-South Global Assets and Technology Exchange (SS-GATE): to enable development partners to list the most scalable solutions and technologies for partnership building, resource mobilization and actual transfer.

The GSSD ACADEMY is intended to create a practical, institutional and operational framework for South-South development and create a locus for partnership with relevant institutions, counterparts and stakeholders. The programmatic functions of the Centre will be in line with the Millennium Development Goals and the Brussels Programme of Action for the LDCs, contributing toward mutually beneficial partnerships providing regional cooperation and integration.



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The several priorities of SU/SSC include:

1. Establishment of partnerships with Country Offices, to engage WIDE and the development of the Solutions Gateway into a real UNDP office setting.
2. Reorganizing the maintenance team of WIDE with a network of national UNV volunteers in several countries.
3. Concluding the publication of the series *Sharing Innovative Experiences* and incorporating them in the framework of the Solutions Gateway.
4. Providing continuous support South-South Cooperation, such as IBSA, SSDC and Creative Economy for Development Programme.
5. Establishing institutional partnerships for the development of the Academy and work with UNV volunteers for research activities.

8. Host Agency/Host Institute: Special Unit for South-South Cooperation/UNDP

9. Organizational Context:

Candidates are supposed to work home based according to a previously agreed on schedule and are supposed to have necessary IT equipments, such as computer, internet, Skype and others as relevant.

10. Type of assignment place: n/a

11. Description of Duties:

Under the supervision of the Chief of the Division for Programme and Knowledge Management of the SU/SSC, the UNV Volunteer will:

- Plan, design and implement internal and external strategies for communication;
- Perform research and draft review on the themes and contents of the SSDA activities such as SSDC, IBSA, WIDE, HDSX and Creative Economy for Development Programme.
- Produce abstracts of books, articles, or other material relevant to the research.
- Circulate, forward or share products and files,
- Appropriately document, categorize and file such materials, as up-dated and comprehensive compendium that serve as project history and can inform the team.
- Backstop inquiries and developments on these projects, and support their smooth running by supporting agenda keeping, partnership contact details up-keeping and the organized and consistent filing of documentation.
- Revise all documentation, incorporate comments of feedback from stakeholders, up-date version, ensure that documentation remain current, relevant and comprehensive.
- Be familiar with the abbreviations, terminology, acronyms and specific expressions used by the UN.
- Other tasks as instructed by the Chief of the Division for Programme and Knowledge Management of SU/SSC.

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.



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12. Results/Expected Output:

- Timely delivery of the research within the deadlines established by SU/SSC;
- Production of communication materials of the highest professional quality;
- Careful revisions and up-dates of produced documentation materials;
- Compliance with strict deadlines, even within tight timeframes, is of the essence;
- Work outside of office hours might be required;
- Facilitate communication between the SU/SSC and the other teams;
- A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities

13. Qualifications/Requirements:

- University Degree in Communication Studies, Journalism, Advertising, or Design, or equivalent experience;
- Minimum 2 years of professional experience (after obtaining the University Diploma);
- Brazilian nationality;
- All activities will be performed remotely;
- All candidates are required to provide for the conditions necessary to operate in a virtual office such as: a) high speed internet, b) computer, and c) licensed software.
- Computer skills: Very good knowledge and skill with Microsoft Office Word 2007 and Adobe Writer;
- Language skills: Fluency in English.
- Professional organization that fosters the systematization of information management.
- Results Orientation: Good communication and personal skills: ability to interact and work well with member of the functional groups in a project team and strong sense of project ownership. He/she must be proactive, accountable, and results-driven.

14. Living Conditions: n/a (virtual office)

15. Conditions of Service

A 3-months contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to R\$ 1.990,00; settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

16. Application

Applicants must send a detailed CV and cover letter to unv.brasil@undp.org no later than 24 March 2010 quoting in the subject “UNV Communication Assistant”.

Applications posted after this deadline will not be accepted. Only short listed candidates will be contacted.

Date: March 2010