

UN Volunteer Description of Assignment

1. Description of assignment title: Assistant Communications Officer

2. Host entity: United Nations Office for Project Services (**UNOPS**)

3. Mission and objectives:

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organizations. With over 7,000 personnel spread across 80 countries, UNOPS offers its partners the logistical, technical and management knowledge they need, where they need it. By implementing around 1,000 projects for our partners at any given time, UNOPS makes significant contributions to results on the ground, often in the most challenging environments.

4. Assignment country: Sri Lanka

5. Duty station: Colombo

6. Volunteer category: National UN Volunteer Specialist

7. Number of assignments: 1

8. Expected start date: 7/1/24

9. Duration in months or set expected end date: 6 months

10. Possibility of extension*: Yes No

*Dependent on continuation of mandate, availability of funding, operational necessity, and satisfactory performance; there is no guarantee of assignment extension.

11. Sustainable Development Goal (SDG): 13. Climate Action

12. Assignment context:

UNOPS has supported Sri Lanka's development since 1998, expanding operations in 2005 to support the post-tsunami response and reconstruction process. Within the organization's mandate in project management, infrastructure, and procurement, UNOPS Sri Lanka implements customized socio-economic development projects that benefit vulnerable people and develop national capacities. Achievements in Sri Lanka include the development of sustainable and climate-resilient infrastructure, procurement services & capacity building, and project management in education, fisheries, roads, health, water supply systems; flood control and sanitation, and integrated solid waste management sectors. UNOPS works closely with Government counterparts and communities to ensure increased ownership, sustainability and accountability of Projects. Key projects in Sri Lanka include the Technical Project Management support for the Maternal and Newborn Health Care Strengthening Project in Matara District, Sri Lanka funded by KOICA. UNOPS Sri Lanka also facilitated over \$22 million worth of procurement of

COVID-19 protection equipment and services in partnership with the World Bank, the Government of Japan, and the United Nations Multi-Partner Trust Fund.

UNOPS has signed an MOU with an intergovernmental organization called SACEP (South Asia Cooperative Environment Program). SACEP is implementing the WB-funded PLEASE Project in South Asia. In accordance with the Agreement, UNOPS should provide implementation support and advice to SACEP in implementing the Plastic free Rivers & Seas for South Asia Project (PLEASE).

13. Task description:

Under the direct supervision of the Communications Specialist, the Assistant Communications Officer will:

1. Assisting the Communications Team of the PLEASE Project PIU:

- Support the project team to implement the activities which are defined in communications strategy and the communications action plan. The Assistant Communications Officer will play a crucial role in enhancing the project's online presence, engaging with project regional audience, and promoting the work and values of the PLEASE Project. This position offers an opportunity to contribute to meaningful initiatives and make a difference on a global scale.
- Assist in the timely execution of communication product and material production in alignment with the PLEASE communication strategy, regional and global campaigns, and work plan objectives, including support for resource mobilization.
- Support in collecting information and coverage related to initiatives specific to each country to identify effective program activities and outcomes in the region.
- Assist in maintaining and updating the project's website with current and relevant content.
- Aid in the drafting and editing of articles, press releases, human interest stories, and other materials for various media channels, whether web-based or traditional, as appropriate.
- Maintain an up-to-date documentation center for all regional communication materials under the PLEASE project, including publications, press releases, clippings, photographs, audio-visual content, web resources, and more.

2. Support the Implementation of the External Communication Strategy for the PLEASE Project

- Provide support to the Project Implementation Unit (PIU) to implement and refine the existing communication strategy of the PLEASE Project
- Working together the UNOPS Communications Specialist and the PIU team to determine key messages and refining those messages over time based on evidence
- Work with the PIU Communications Specialists to ensure internal and external communications channels are well managed, including social media and website, staying attuned to global developments in web-based communications to ensure PLEASE is up to date and following latest developments
- Assist to prepare engaging, high-quality, and visually appealing content for various social media platforms, including text posts, images, videos, and interactive content, while

adhering to PLEASE brand guidelines and messaging standards as outlined in the Communication Toolkit.

- Maintain a content calendar to ensure consistent and timely posting.
- Assist in monitoring and actively engaging with our social media communities by responding to comments, messages, and mentions, fostering positive online interactions, and addressing community inquiries and concerns professionally and promptly.
- Help track and analyze social media performance metrics, including engagement, reach, and conversions. Prepare regular reports and share key findings with the team to inform decision-making.

3. Event Management And Capacity Development:

- Assist the Communications Specialist and PIU to organize regular events to showcase PLEASE and its partners among local audiences.
- Help maintain detailed event production schedules, create event timelines and budgets, ensuring all elements are in place for a successful event.
- Continuously research industry trends and innovative event concepts to provide creative solutions.
- Assist to manage vendor relationships and coordinate all logistical aspects of events, such as venue selection, catering, audiovisual equipment, transportation, and decor, to ensure seamless event execution.
- Working together with Communications Specialist and PIU on all event logistics on-site and coordinating between teams, addressing any unexpected issues or emergencies during the event.
- Assist to prepare and manage event budgets, tracking expenses and ensuring adherence to financial targets.
- Assist in post-event evaluations to assess event success and gather feedback for improvement. Prepare event reports and summaries for partners and stakeholders.
- Support brand awareness PLEASE, including raising awareness and managing the perception of the fund through localized messaging and brand management.

4. General

- Working in close collaboration with the Communications Specialist, and regional and PIU Teams to develop consistent, impactful communications content and develop cooperative spirit

14. Required education: Bachelor degree or equivalent

15. Area(s) of specialization (education): Communications, Marketing, Public Relations, Journalism, Law, English, International Relations, Design or a related field.

16. Required experience: 3 years

17. Required skills and experience:

- A Bachelor's degree in Communications, Marketing, Public Relations, Journalism, Law, English, International Relations, Design or a related field is required. (5 years of relevant experience may be accepted in lieu of the Bachelor's Degree).
- 3 years of experience in communications, event management, advocacy/government relations, digital media, journalism/press, environmental issues, public/media relations, marketing, international relations, writing/editing (including grant/proposal writing), research or any other related fields is required.
- Experience working in advertising, public relations, social behaviour change communications would be an asset.

- Experience in helping develop strategy and plans for communications and helping in the organization events (and associated materials) is highly preferable.
- Previous working experience in a similar position with media organizations, UN, NGO or private organizations would be an asset.
- Previous experience with environmental issues including plastic management would be an asset.
- Fluency in English and Sinhala is required

17. Area(s) of expertise

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| <input checked="" type="checkbox"/> Administration | <input type="checkbox"/> Human resources |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Information technology |
| <input type="checkbox"/> Architecture and settlements | <input type="checkbox"/> Legal affairs |
| <input type="checkbox"/> Arts and design | <input type="checkbox"/> Logistics and inventory |
| <input type="checkbox"/> Business management | <input type="checkbox"/> Manual labour and skilled trades |
| <input checked="" type="checkbox"/> Communication | <input type="checkbox"/> Natural and life sciences |
| <input type="checkbox"/> Community development | <input type="checkbox"/> Procurement and contracting |
| <input type="checkbox"/> Crisis and emergency response | <input type="checkbox"/> Product safety |
| <input type="checkbox"/> Development programmes | <input type="checkbox"/> Security and protection |
| <input type="checkbox"/> Economics and finance | <input type="checkbox"/> Social work |
| <input type="checkbox"/> Education | <input type="checkbox"/> Translation and interpretation |
| <input type="checkbox"/> Elections and governance | <input type="checkbox"/> Transport |
| <input checked="" type="checkbox"/> Energy and environment | <input type="checkbox"/> Volunteer management |
| <input type="checkbox"/> Engineering and construction | |
| <input type="checkbox"/> Facility management | |
| <input type="checkbox"/> Health | |

18. Languages: Fluency in English is required.

Fluency in Sinhala is required/desirable.

19. Competencies and values:

- Accountability
- Adaptability and flexibility
- Creativity
- Judgement and decision-making
- Planning and organising
- Professionalism
- Self-management

20. Living conditions and other remarks:

Colombo is situated on the Western Province of Sri Lanka and is the commercial capital of the country. Colombo is located on the west coast of the island and adjacent to the administrative capital, Sri Jayawardenepura, Kotte. The climate is fairly temperate all throughout the year, but humidity is usually high. From March to April the temperature averages around 31 degrees Celsius (88 degrees Fahrenheit). The only major change in the Colombo weather occurs during the monsoon seasons from May to August and October to January when heavy rainfalls occur. Sri Lanka became a member of the United Nations on 14 December 1955. As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.

21. Driving license needed: Yes No

22. Assignment is reserved exclusively for persons with disabilities: Yes No

23. Reasonable accommodation: Yes No

24. Accessibility measures in place:

25. Additional accessibility info:

Other information

Inclusivity statement

United Nations Volunteers is an equal opportunity programme that welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, care protected characteristics. As part of their adherence to the values of UNV, all UN Volunteers commit themselves to combat any form of discrimination, and to promoting respect for human rights and individual dignity, without distinction of a person's race, sex, gender identity, religion, nationality, ethnic origin, sexual orientation, disability, pregnancy, age, language, social origin, or other status.

Note on Covid-19 vaccination requirements

Selected candidates for certain occupational groups may be subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid-19) in line with the applicable host entity's policy