

TERMS OF REFERENCES
Post Description

Post title: **Communications Associate (Volunteering Intern), the United Nations Department of Public Information Office in Armenia**

Duration: **6 months with possible extension up to one year**

Location: **Yerevan, Armenia**

Financial Compensation: **There is no compensation for the volunteering work**

Type of assignment place:

Family duty station.

Background:

The United Nations Department of Public Information Office in Armenia has the task of promoting awareness and greater understanding of the UN activities and values among the general public and generating support for its work. The UN DPI also supports the UN Agencies, funds and programmes in Armenia in their press and public information activities.

Duties and Responsibilities:

Under the direct supervision of the UN DPI Representative and in close cooperation with the UN DPI Information Officer and the UN DPI Communications Assistant, the Volunteer will provide support to the UN DPI Office in coordination and arrangement of all office activities and their timely implementation. More specifically:

Provides assistance to the UN DPI Representative and the UN DPI Office staff in planning, implementation and follow-up on information and communications policy of the UN Country Team, including usage of internet and social media.

Provides assistance to the UN DPI Representative and the Office in planning, implementation and follow-up on work of the UN Communication Group, which is chaired by the UN DPI Representative.

Provides assistance to the Representative and the Office staff in liaising with partners from the international community, civil society and media.

Provides support to the UN DPI Office in organizing meetings, campaigns, and other events. Takes minutes at meetings and ensures follow up.

Makes arrangements for field trips, drafts agendas, assists with the preparations of briefing kits and background materials.

Drafts correspondence for the Representative's signature.

Drafts and edits all English texts which are issued by the UN DPI: including, but not limited to press releases, media advisories, and stories for the web site, social networks and for UN publications.

Provides assistance with the UN outreach events.

Provides assistance to the UN DPI Information Officer and Communications Assistant in the content management of the web site (HYPERLINK "http://www.un.am" www.un.am) focusing on social media (facebook, twitter, etc)

Contributes to initiatives aimed to find more innovative ways using multimedia to promote the UN work in Armenia.

Takes photos and assists with maintenance of photo archive for publications and on the web site.

Provides assistance in reviewing international media on a daily basis and prepares written briefings to the UN DPI Representative and the UN Country Team on all issues relevant to the work of the UN in Armenia.

Undertakes any other relevant tasks as necessary.

Volunteer cooperates closely with all other UN agencies, funds and programmes in Armenia.

Qualifications requirements:

Education:

University Degree or specialized certification in journalism, IT, communications, social or political science, international relations or other relevant studies.

Experience and skills:

Minimum of one - three years of experience in the field of public relations, communications, media, social media, preferably with international organizations, embassies.

Excellent communication skills (oral and written), including ability to draft materials and edit texts in English language.

Mandatory knowledge of MS Office and Internet.

Ability and willingness to work as a member of team with people of different cultural and religious backgrounds, different gender and diverse political views, whilst maintaining impartiality and objectivity.

Strong interpersonal skills, reliability, punctuality, cultural sensitive communications skills, articulateness.

Initiativeness, creativity and willingness to quickly learn new things.
Ability to function in unpredictable, deadline-driven and stressful environment.
Knowledge of Armenian or Russian language would be an asset. but is not required
Knowledge of the UN system would be an asset, but is not required.

Language:

Fluency in English language. Ability to write and edit English language texts.

Living and Health Conditions:

Yerevan is a safe and quite city. The climate is continental with hot and dry summers, cold and snowy winters. The city offers a huge variety of restaurants, cafes, clubs and other possibilities of diversion. Culturally highly active all over the year one can enjoy on-going programs of theatre, classic and modern music, ballet, opera, and different concerts. There are numerous possibilities for sports: gym and swimming facilities, hiking, water sports, skiing, paragliding, etc. Water and electricity are available in the cities and shops offer all kinds of goods, including western. The country is famous for its fruits and vegetables and sunny weather. The country is relatively safe regarding crime, people are friendly and always ready to provide help to foreigners, even if they don't speak the language. The public is used to a huge influx of diaspora Armenians in the summer; so many services are foreigners-oriented.

Health conditions are good. No need for complicated vaccinations. The country is malaria free. Diseases with most incidences are normally gastroenteritis, colds and flues. Medical assistance is rendered in English to all internationals and UN staff can advise on the facilities and provide translation if necessary.

Recommended to check more details from the Ministry of Foreign Affairs of Your Country or other official sources and UN sources <http://www.un.org/en/members/countryinfo.asp?countryname=armenia>.

Conditions of Service:

Security phase 1

UN House is a non-smoking environment

UNDPI will provide the office space, internet access. Interpretation and transportation (related to the office duties) will be provided as necessary. UNDPPI will organize the airport pick up and will assist with finding appropriate apartment and with other logistics.

**United Nations
Department of Public
Information**
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United Nations Department of Public Information
14 Petros Adamyan St. • Yerevan 0010, Armenia • Tel: (374 10) 56 02 12, Fax: (374 10) 56 14 06
E-mail: uno.yerevan@unic.org • HYPERLINK "http://www.un.am" <http://www.un.am>