



UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Id 1737739305443584

VMAM Id 1737739305443584

Opportunity Type (Online/Onsite) Onsite

Opportunity Title Associate Political Affairs/Public Information Officer

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Host Entity	UNRCCA
Country of Assignment	Turkmenistan
Duty station	Ashkhabad,
Volunteer Category	International UN Volunteer Specialist
Number of UN Volunteers	1
Duration	12m
Possibility of Extension	Yes
Expected Start Date	11/06/2023
Sustainable Development Goal	16. Peace, justice and strong institutions
Disabilities	No

DOA Details

Organisation mission and objectives

The United Nations Regional Centre for Preventive Diplomacy for Central Asia (UNRCCA) was established in December 2007 in Ashgabat, Turkmenistan, at the initiative of Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan. It is a Special Political Mission under the Department of Peacebuilding and Political Affairs (DPPA) of the United Nations Secretariat. In addition to its Headquarters in Ashgabat, UNRCCA maintains a small presence in each of the other four capitals of the region. The Centre is mandated by an exchange of letters between the Secretary-General and the President of the Security Council (S/2007/279 and S/2007/280). UNRCCA is active in promoting preventive diplomacy among the five countries of the region and, increasingly, Afghanistan. The Centre annually organizes meetings for high-level officials of the region, events for regional experts and others. UNRCCA also partners with the United Nations Office of Counter-Terrorism to support the implementation of the United Nations Global Counter-Terrorism Strategy in Central Asia. Another key aspect of the Centre's work is to promote regional cooperation on trans-boundary water management in Central Asia. UNRCCA also promotes the implementation of the Women, Peace and Security Agenda in the region.

**Assignment
context**

The United Nations Regional Centre for Preventive Diplomacy for Central Asia (UNRCCA) is a special political mission of the United Nations Organization established in 2007 in Ashgabat, Turkmenistan, upon the initiative of the five Central Asian states. The role of the Centre is to identify and address existing and potential threats to regional stability. In addition, the Centre facilitates partnerships between the governments of Central Asia in cooperation with regional and international organizations. At the UN Security Council (SC) consultations on Central Asia on 24 January 2019, most Council members welcomed UNRCCA plans to intensify efforts in reaching out to young people. Following the Security Council welcome, the UNRCCA Youth Initiative, the Preventive Diplomacy Academy, was launched in 2019 to work with young people across Central Asia and Afghanistan to help unlock their enormous potential to support peace and security and promote the Youth, Peace and Security (YPS) agenda in the Region. The efforts align with the Strategy's First priority (Engagement, Participation and Advocacy) and Fifth priority (Peace and Resilience Building), as well as with the prevention elements of Security Council resolutions 2250 (2015) and 2419 (2018) on Youth, Peace and Security. The Preventive Diplomacy Academy (PDA) aims to build linkages between UNRCCA and young people throughout Central Asia and Afghanistan. It seeks to spark a culture of prevention among young people, reducing the risk of conflict and paying peace dividends far into the future. UNRCCA is confident that the involvement of the Region's youth in such activities will significantly contribute to implementing the UNRCCA mandate on preventive diplomacy. This United Nations Volunteers (UNV) assignment is part of the UNRCCA Preventive Diplomacy Academy project activity.

Timely, reliable and field-driven cooperation of preventive diplomacy and communications are critical to UNRCCA's overall regional activities. This position is located in the UNRCCA Political Affairs Unit in Ashgabat, Turkmenistan. UNRCCA uses preventive diplomacy and communications to create awareness among Central Asian state institutions, civil society, mass media, and international and regional partners (inside and outside the region) on projects and other activities in accordance with its Mandate Under the immediate supervision of the designated Political Affairs Officer, the Associate Political Affairs/Public Information Officer reports to the UNRCCA Political Affairs Officer and is responsible for the following duties:

- Support the UNRCCA Substantive Programmatic Activity, among other things, by following up on implementation, coordinating with partners and UN Country Teams in the region, accessing regional networks, etc.;
- Monitor and analyse political developments in Central Asia and identify regional trends particularly related to youth and gender issues;
- Proactively create editorial content (stories, photo galleries, advocacy images, campaigns, quote cards, video, graphics, etc.) and adapt for digital platforms;
- Revise the initial drafts/compiles by Public Information Unit communication products for target audiences;
- In consultation with others, identify and propose information opportunities, activities and approaches, considering the situation/topic and target audience;
- Identifies key contacts/constituencies and opportunities for strategic partnerships to facilitate communication efforts and maintain working relationships with the same;
- Organizes or participates in conferences, seminars, press briefings, interviews, etc.; prepares briefing materials for officials before they participate in such events;
- Responds to a variety of inquiries and information requests internally and externally; prepares related correspondence;
- Organizes the clearance, production and distribution of content material; conducts photo and graphic research; implement innovations in the production and publication of UNRCCA content;
- Network and build relationships with relevant local and regional actors, including government, civil society, youth leaders, the international community and academia; Develop and maintain a database of youth agencies, organizations and leaders to facilitate UNRCCA's outreach on youth-related

Task description	<p>issues; • Provide support to the mainstreaming of programmatic activity issues throughout UNRCCA's work; • Participate in conferences, seminars and academic fora as appropriate; • Support the monitoring of results against strategic outcomes and as per approved plans; • Contribute to reporting obligations for donors and outreach to new donors, including the development of resource mobilization strategies; • Work with the regional office of UN Volunteers to better integrate UNV's work and initiatives into UNRCCA's preventive diplomacy work; • Participate/Support in social media campaigns undertaken by the Public Information Unit and/or in liaison with UNHQ, including the production of visuals, animated videos, clips, photo stories, photo exhibitions or any other multimedia content; • Participate actively in the preparation of messaging for information and awareness-raising campaigns; • Work with the regional office of UN Volunteers to better integrate UNV's work and initiatives into UNRCCA's preventive diplomacy work. Perform other related duties as required. Furthermore, UN Volunteers are required to:</p> <ul style="list-style-type: none"> • Strengthen 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 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 reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application; • Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.; • Promote or advise local groups in the use of online volunteering or encourage relevant local individuals; • Create databases that track project progress and provides other information relevant to assigned area. <p>Results/Expected Outputs:</p> <ul style="list-style-type: none"> • Assistance to the development of viable youth-focused preventive diplomacy initiatives in Central Asia; • Timely, responsive and high-quality delivery of coordination and support to on-going and new programmes or other initiatives related to preventive diplomacy; • Strengthened engagement with civil society actors on issues relating to youth and preventive diplomacy; • Mutually reinforcing partnerships with relevant Government counterparts, UN organizations, CSOs, and with bilateral and non-traditional donors developed and maintained; • High-quality written materials and digital content; • Effective organization of various meetings and workshops; • Compliance with donor requirements and reporting on results monitored and supported;
-------------------------	--

Eligibility Criteria

Age	27-80
Nationality	INTERNATIONAL
Additional eligibility criteria	

DOA Requirements

DOA Requirements

Required education level	Bachelor degree or equivalent
Area(s) of specialisation	communication, journalism, political affairs, international relations, public administration, or related field. Solid computer skills, including full proficiency in various MS Office applications (Excel, Word, etc.) and other IT applications and office technology equipment.

Required experience

Required experience	3
Required skills and experience	public information, journalism, political affairs, international relations, public administration or related area is required.

Language

Language	Language skills	Language requirement
English	Fluent	Yes
Russian	Fluent	Yes

Area of Expertise

- Communication
- Development programmes
- Translation and interpretation

Driving license required No

Type of driving licenses

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

Other information

Living conditions and other remarks

Turkmenistan is situated in the very heart of Central Asia, and an independent state, founded in 1991 after the disintegration of the USSR; five years later it attained a unique political status, which was recognized by the United Nations Organization. Ashgabat is the capital city of the Central Asian country Turkmenistan. The city's name Ashgabat comes from a Persian word "eshg" and "abad", translated as 'the city of love'. Ashgabat is also the largest industrial, scientific and cultural center of Turkmenistan. Within national borders, population density drops drastically to an average 29 Turkmen per square mile (11 per square kilometer) for Turkmenistan overall. Ashgabat is recognized for having the world's greatest concentration of white marble buildings by the Guinness Book of Records. Turkmenistan's cuisine is very similar to the other Central Asian countries and predominantly comprises rice and vegetables and various meats. Locals like to drink "gok chai"- green tea with dried fruit. Herbs may also be added to the tea to give it flavours such as mint. Ashgabat has a cold desert climate; cool, short winters and hot, dry summers. Turkmenistan is a unique country and UNRCCA is a unique UN Entity in the region. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable.

<https://www.unv.org/>