



Request for a Volunteer from a university

The “**University Volunteer Network**” provides human resources and knowledge resources, through qualified and experienced volunteers from partner universities. These volunteers serve for six months in developing countries.

The Universidad Autónoma de Madrid (UAM) acts as the coordinating university of the Spanish University Volunteer Network currently comprising 24 Spanish universities. To date, 198 assignments have been carried out. This year, it is envisaged to field 45 volunteers to work towards achieving the MDGs in selected areas of Youth, education, health, environment and Information and Communication Technologies for Development (ICT4D) **with a relevant youth component**. The volunteers are to primarily support host institutions supported by UNV's MDG Facility as well as UN Projects and Programmes engaged in MDGs-related activities. The focus of these assignments will be on capacity building.

Instructions for completing this form

- The form should be completed as detailed as possible bearing in mind that the Terms of Reference are aimed at student volunteers and not professionals.
- Host organizations should retain a copy of the form.
- The goal of this form is to provide pertinent information on the qualifications requested in order to recruit the best possible candidate for this student volunteer assignment.

Requesting Organization

Name: UNESCO Amman office

Describe the role/mandate of the organization

Year of establishment: in Jordan, 1987

Size of organization: UNESCO – 1800 permanent staff

Number of staff: 20

Other pertinent information:

Field of activity: education, environment and natural sciences, culture, social sciences, information and communication

Is your organization assisted/funded by other organizations/companies: in Jordan, no

United Nations Volunteers

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Email information@unvolunteers.org <http://www.unvolunteers.org>

UN Volunteers is administered by the United Nations Development Programme (UNDP)



Terms of Reference

Assignment title: Web master and social network development

Expected starting date: Oct-November 2010

Preamble:

As a United Nations Volunteers (UNV) assignment, this post is based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer. It makes important contributions, economically, as well as socially. It contributes to creating social cohesion and capital, through helping to build trust and reciprocity among citizens.

The United Nations Volunteers is the UN Organization that supports sustainable human development globally through the promotion of volunteerism and mobilization of volunteers. It serves the causes of peace and development through enhancing opportunities for participation by all peoples. It is universal, inclusive and embraces volunteer actions in all its diversity.

Volunteerism is diverse and is embedded in all cultures and traditions. In this context, as a United Nations Volunteer you are encouraged and expected to relate to local volunteerism and to be identified with the concept. You are expected to regard your national colleagues as peers and together uphold trust as volunteers among yourselves and within the communities and the organization you are assigned to.

Detailed Terms of Reference:

The office is covering the mandate of UNESCO in the following major fields:

Natural Sciences = Water management, research and education, education and awareness raising in disaster risk management, development of the national science policy, support to SESAME project in Jordan (Synchrotron light accelerator), basic science education, environmental awareness raising activities, support to MAB and the WH convention.

Culture: Protection of WH sites, capacity building and inventory of Intangible Heritage, museum education and capacity building, cultural diversity through the promotion of minority groups expressions and art education.

Education: technical vocational and entrepreneurship education, teacher training, adults literacy, human rights education, refugees education, HIV/AIDS education, inclusive education, higher education.

Communication and information: promotion of freedom of expression, training of journalists and support to media institutions, archives support.

Social science: support to the regional strategy for youth, bioethics and promotion of anti doping convention.

Under the supervision of the Head of Office and in full cooperation with colleagues in the programme sectors and in particular the Communication officer and the IT, at the office, the incumbent will:

- i. Keep updated the web site under construction at the office by editing and uploading information provided by the programme specialists;
- ii. Prepare a monthly electronic newsletter of the office;
- iii. Prepare promotional material for the office and assist in the preparation of the office contribution to the joint UN awareness raising materials;
- iv. Set up the intranet for the office including adding databases for consultants, materials, publications, etc..
- v. Prepare a office strategy for the use of social networks to promote office activities and outreach the public;
- vi. Help to prepare share database with UNCT in Syria of materials in the field of water management;

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- vii. The incumbent will provide training on the use of the intranet and social networks to the staff of the office;
- viii. Assist in any other project related to the field of expertise of the incumbent as indicated by the Head of Office;
- ix. Contribute to the mobilization of extra-budgetary funding to support the web and awareness raising activities at the office;
- x. In order to implement the above, the incumbent will have to assist in the preparation of meetings, administrative documents as needed and liaise with the administration to this end as well as preparing briefings, reports, and correspondence related to his/her job as needed;

Support is requested in the following fields:

In the area of **ICT4D**., the incumbent will assist to develop the UNESCO office website and intranet, including the preparation of databases on specific projects, on publications and materials at the office, prepare the newsletter for the office and assist in the preparation of office awareness materials. This will be done in close cooperation with all programme staff at the office, with other UN and with UN Communication working group.

The volunteer will be supporting the following area(s) of the MDGs.

- | | |
|--|--|
| <input type="checkbox"/> Eradicate extreme poverty and hunger | <input type="checkbox"/> Improve maternal health |
| <input type="checkbox"/> Achieve universal primary education | <input type="checkbox"/> Combat HIV/AIDS malaria and other diseases |
| <input type="checkbox"/> Promote gender equality and empower women | <input type="checkbox"/> Ensure environmental sustainability |
| <input type="checkbox"/> Reduce child mortality | <input checked="" type="checkbox"/> Develop a global partnership for development |

Detailed description of the tasks to be carried out by the University Volunteer:

Assignment target (i.e. capacity building impact): The incumbent will gain a large knowledge of the Organization mandate and programs. Will learn about the preparation of an overall strategic communication campaign for the office, will be able to interact with other UN agencies through participating to selected activities of the UN Communication working group.

Required Volunteer qualifications:

- Education: University degree in computer engineering or related fields
- Computer/software skills: Excellent knowledge of standard office software (word processing, spreadsheets, etc.), and web design and graphic skills
- Language: Excellent knowledge of English indispensable.
- Specific skills in requested area: Knowledge of use of social networks.

Additional skills: Ability to collect, synthesize and analyze information from various sources.
 Good coordination and interpersonal skills.
 Ability to work effectively in a team and with persons from various cultural environments
 Close attention to detail and quality of work, balanced by ability to manage heavy workload.
 Good writing skills in English.



Other Information: All below fields are mandatory prior to clearance

A) Visa

- Please specify type of visa needed for nationals from Spain to enter your country:

☒ **Tourist visa (if yes, return ticket needed)**

☐ **No visa or visa upon arrival at airport**

☐ **Visa before departure**

B) Accommodation

- Location of assignment: Amman
- Nearest airport: Amman
- Type of accommodation¹: Private furnished apartment

Address: 274 Queen Rania street, PO BOX 2270 Amman 11181 Jordan

- Approximate monthly cost of accommodation: min 400 JD/month = 440 Euro/month
- Security provision and approximate costs: 100 USD/year
- Means of local transport for the volunteer: taxi, very inexpensive
- What other facilities will be offered to the university volunteer(s)? office space, computer connection and access to all the office facilities as other staff

C) Local transportation

- Means of local transportation for the volunteer: taxi
- Approximate monthly cost: 100 Jordanian Dinars = 110 Euro

D) Security provision

- Security provision and approximate costs: 100 USD/year

E) Other

- What other facilities will be offered to the university volunteer(s)?
office space, computer connection and access to all the office facilities as other staff

Signature on behalf of requesting Organization

¹ The accommodation for university volunteers has to be compliant with the Minimum Operating Residential Security Standards (MORSS). It needs to be cleared by the UN Field Security Officer **prior** to the fielding of the volunteers.



(Signature)

(Date)

General Assignment Criteria

Capacity Building and Sustainability

The assignment(s) must clearly focus on capacity building (of local beneficiaries) e.g. on the application of ICT. An assignment which concentrates on e.g. ICT product delivery, like set up of a network or creation of a website, without close collaboration with local staff does not qualify. The target group of a particular assignment should be able to independently apply e.g. ICT for their purposes after the university volunteer leaves. Ensuring sustainability, further promoting volunteerism, as well as raising awareness about the Millennium Development Goals in the country of assignment are key criteria, which are common to all assignments.

Host Organization and Living Conditions

The host organization needs to demonstrate that it will provide a necessary enabling environment for the university volunteers so they can be productive from the start and sustain a positive performance throughout their assignment. This includes the provision of necessary (e.g. computing) equipment and if need be, connectivity. It also includes the identification of a direct supervisor for the volunteer.

After completion, please return this questionnaire to your UNV Country Office by fax, mail or email. Thank you!