



UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Id 1784888021266328

VMAM Id 1784888021266328

Opportunity Type (Online/Onsite) ? Online

Opportunity Title Coordination and Communications Support for UN Micronesia

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Host Entity	UNRCO/ UN Multi-Country Office Micronesia
Country of Assignment	Palau
Number of UN Volunteers	2
Sustainable Development Goal	17. Partnerships for the goals
How many hours per week will the volunteer be needed?	16 - 20 hours per week
Duration	12 week(s)

DOA Details

Organisation mission and objectives

The UN Secretary-General launched on 1 January 2019 a bold and new global reform which repositioned the United Nations Development System to delivery more effectively and efficiently with the achievement of the 2030 Agenda and the Sustainable Development Goals (SDGs). As part of this reform, the United Nations Resident Coordinator Offices (UN RCOs), under the leadership of an independent United Nations Resident Coordinator (RC), the representative of the UN Secretary-General and the highest-ranking official of the United Nations Development System at the country level, support countries in the achievement of their development priorities and the attainment of the SDGs. The RC promotes the normative values of the United Nations: gender equality and human rights, environmental sustainability and leaving no one behind. In case of a humanitarian emergency, the RC takes on the additional responsibility of being appointed the Humanitarian Coordinator. In addition, the RC supports and promotes the United Nations' responsibilities to prevent and respond to violations of human rights and humanitarian law, including the responsibilities of United Nations entities and staff in this regard. The newly established United Nations Multi-Country Resident Coordinator's Office (UN Micronesia) is based in Kolonia, Pohnpei, Federated States of Micronesia (FSM), and comprises a team of national and international staff focusing on strategic planning, joint analyses, joint UN operations and communications, as well as partnerships and development finance. The UN Micronesia oversees five Pacific small island developing States (Pacific SIDS or PSIDS), namely FSM, Kiribati, Marshall Islands, Nauru and Palau.

Assignment context

The MCO Micronesia is seeking a Coordination Support from Online Volunteer based in Koror, Palau. Online Volunteer will be under the guidance of the Country Coordination Officer from UN Micronesia, Online

Task description

Volunteer will support UN coordination in Palau, with a focus on communications and knowledge management for the UN-Palau Country Implementation Plan 2025-2027 (CIP). This assignment is intended for a duration of 12 weeks, from 2 February to 30 April 2026. The selected Online Volunteer will support the UN Micronesia-Palau Office in enhancing its coordination of the UN’s contributions in implementing the CIP for Palau, supporting Palau’s achievement of the 2030 Agenda and the SDGs. Under the guidance and supervision of the Country Coordination Officer, and in close collaboration with the UN Micronesia team, the Online Volunteer will assist in the following tasks: Online Volunteers based in the Asia-Pacific region is preferred to align with Palau’s time zone requirements. We are looking for 2 Online Volunteers to: Communications and Coordination Support OV: - Support in documentation, reporting in preparation for UN-Palau high-level meetings (logistics outlines, speaker notes, moderator notes, etc.). - Assist in the logistics and research preparation for strategic events and meetings under the guidance of Country Coordination Officer. - Support in actioning the national and regional communication strategy and digital campaigning with day-to-day communication support including drafting and scheduling social media posts. - Work with Photo Editing Support Online Volunteer to coordinate updated photos for social media posts from the existing photo bank. - Research for UN Micronesia’s communications to support draft materials supporting especially vulnerable groups, such as women, youth and People with Disabilities (PwD). - Attend regular online meetings with the Country Coordination Officer. Photo Editing Support OV: - Support the management, and maintenance of an existing photo bank of UN photos of particularly vulnerable groups. - Edit the photo quality to high-resolution settings matching the UN Communications Guidelines. - Graphic Design experience and experience working with UN communications is an advantage. - Attend regular online meetings with the Country Coordination Officer. Kindly indicate position of your interest and your related expertise on the motivation statement while you apply.

DOA Requirements

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Required education level

Area(s) of specialisation

Required experience

Required skills and experience

-Preferable enrolled in university or have obtained a university degree programme (third year candidate or higher) or recently graduated in communications, international relations, social sciences or a related field - Ability to work collaboratively and be aware of political sensitivities in a multicultural environment. - Self-starter; organized; able to multitask, balance multiple responsibilities and work to deadlines. - Experience in the Pacific Islands or Micronesia is desirable. - Proficiency in Palauan is desirable. Communication Support Volunteer - 2-5 years of experience in communications desirable - Familiarity with social media platforms and social media outreach. - Strong writing, research and communication skills. Photo Support Volunteer: - Experience in graphic design and photo editing. - Experience in managing online photo gallery is an advantage.

Language

Language Language skills Language requirement

Area of Expertise

What type of task do you need support with?

Does this project include an additional, secondary type of task?

Other information

Volunteerism is understood as a wide range of activities undertaken of free will, for the general public good, for which monetary reward is not the principal motivating factor.