

## DESCRIPTION OF ASSIGNMENT

### Preamble:

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities.

In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

1. **Type of Assignment:** International UN Volunteer
2. **Type of Assignment Place:** Family Duty Station
3. **Assignment Title:** Regional Programme Specialist
4. **Link with UNV Strategic Framework:** Securing access to basic social services
5. **Duty Station, Country:** Addis Ababa, Ethiopia
6. **Duration (in months):** 12 months
7. **Expected Starting Date:** February/ March 2017
8. **Host Agency/Host Institute:** UNDP Regional Service Centre
9. **Organizational Context/Project:**

The Regional Programme for Africa is a flagship programme for UNDP that responds to challenges and opportunities facing the African Continent and to the priorities and aspirations of Africa as articulated by the African Union and other regional organs. These are convergent with the vision, areas of work and guiding principles of the UNDP strategic plan, 2014-2017, and the directions of the quadrennial comprehensive policy review. The programme builds on the successes and responds to the lessons from past cooperation, with special attention to programme focus and effective engagement with the African Union and the regional economic communities through the development of long-term strategic partnerships. Underpinned by African ownership and leadership and cognizant of the rich diversity of the continent, UNDP regional work is based on five mutually reinforcing regional principles, which define the particular added value of regional or sub-regional approaches to addressing development challenges. These are: (a) promotion of regional public goods and services, based on strengthened regional cooperation and integration; (b) management of cross-border externalities (challenges and opportunities) and spill-overs – such

as trade, the environment and conflict prevention that are best addressed collaboratively on an inter-country basis; (c) advancement of awareness, dialogue and action on sensitive and or emerging development issues that benefit strongly from multi-country and regional experiences and perspectives; (d) promotion of experimentation and innovation to overcome institutional, financial and/or informational barriers that may be too high for an individual country to surmount; and (e) generation and sharing of development knowledge, experience and expertise – for instance, through South-South and triangular cooperation – so that countries can connect to, and benefit from, relevant experiences from across the region and beyond. In all this, UNDP will make South-South and triangular cooperation core ways of working in the regional programme, to buttress inter-country initiatives that accelerate regional integration in Africa.

The programme focuses on the regional dimensions of four interrelated outcomes of the strategic plan, as follows:

- Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded.
- Citizen expectations for voice, development, the rule of law and accountability are met by stronger systems of democratic governance.
- Countries are able to reduce the likelihood of conflict, and lower the risk of natural disasters, including from climate change.
- Development debates and actions at all levels prioritize poverty, inequality and exclusion, consistent with our engagement principles.

## 10. Description of tasks:

Under the direct supervision of Regional Programme Coordinator the UN Volunteer will undertake the following tasks:

- ✓ Produce concept notes and project documents on issues of African Development;
- ✓ Review and comment on the technical and analytical quality of project proposals and documents by partners and UNDP country offices;
- ✓ Participate in conferences, meetings, reviews and consultations towards the full implementation of the UNDP Africa Regional Programme;
- ✓ Support the oversight of UNDP Africa Regional Programmes and its projects to ensure timely delivery and results reporting;
- ✓ Provide advisory support to the UNDP country offices in the region on project design and resource mobilization;
- ✓ Perform any other duties, related to the assignment.

Furthermore, UN Volunteers are required to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take 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;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers;

- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

## 11. Results/Expected Outputs:

- ✓ High quality concept note, project and programme documents (Please complete with the required information);
- ✓ High level analytical and technical advice provided to country offices, national and regional partners;
- ✓ The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
- ✓ Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment;
- ✓ The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
- ✓ Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment;
- ✓ A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

## 12. Qualifications/Requirements (including competencies, values and skills):

### A) Qualifications, skills, experience:

**Degree level:** Master's degree

**Type of Degree:** e.g. Political science, Public Administration, Development Studies, Peace Building, Management or related fields

**Years of work experience:** 2 years of experience in governance and/or peace building with the focus on project development and implementation

**Language:** Fluent spoken and written English

**Driving license:** No

**Computer skills:** Yes

- Good organizational and reporting skills;
- Knowledge of computer software;
- Professional communication and presentation skills.

### B) Competencies and values:

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations.
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working

### 13. Living Conditions:

Ethiopia is one of the oldest independent nations in Africa, dating back to about 100 BC. Located in the Horn of Africa, and with a population of 84 million, it is the continent's third-most-populous country. As a federal parliamentary republic, Ethiopia's Prime Minister is Head of Government and the President is Head of State. Ethiopia extends over 1.14 million km<sup>2</sup>, 45% of which is arable land. It is subject to geographical and climatic variations, with its central mountains and plateaus divided by the Great Rift Valley, and surrounding lowlands of desert in the east and tropical forest in the west.

Ethiopia has achieved remarkable economic and social progress, particularly over the past decade. Agriculture, mostly rain-fed smallholder farming, was until recently the leading economic sector, and continues to account for around 80% of employment. However, agriculture has in recent years been overtaken by the services sector, in terms of both rate of growth and share of contribution to gross domestic product (GDP).

Addis Ababa is the Federal Capital of Ethiopia and a Chartered City, having three layers of Government: City Government at the top, 10 Sub City Administrations in the Middle, and 99 Kebele Administrations at the bottom. The city's average elevation is 2,500 meters above sea level, and hence has a fairly favorable climate and moderate weather conditions. Addis Ababa is the capital city of Ethiopia, the seat of the African Union (AU) and the United Nations Economic Commission for Africa (UNECA).

### 14. Conditions of Service for international UN Volunteers:

The duration of your assignment is 12 months.

A volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the

Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,571. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website (<http://icsc.un.org>). For example, if the PAM for the current month is 54.6%, then the VLA for that month will be  $(US\$ 1,571 \times 54,6 / 100) + 1,571 = US\$ 2,429$ . Moreover, a Family Allowance (FA) is added in accordance with the number of recognized dependents: US\$ 250 if the UN Volunteer has 1 recognized dependent, and US\$ 450 if the UN Volunteer has 2 or more recognized dependents. Accordingly, the VLA per month will be US\$ 2,174.26 for a volunteer without dependent; US\$ 2,424.26 for a volunteer with one recognized dependent and US\$ 2,624.26 for a volunteer with two or more recognized dependents.

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis. Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

## 15. Application Procedure:

If you have not yet registered in the UNV database, please apply by registering your profile at <https://ereta.unv.org/html/index.php?module=myprofile>. Important: Once you have created your UNV account by validating your email address, please complete all sections of your profile.

Go to 'Special Recruitment' section on the left menu, click on the 'Edit' button and select the advertisement code "16FFJPN\_ETH" from the drop down list. Please do not forget to click the 'Update' button.

If you are registered in the UNV database, please update your profile at: <http://myprofile.unv.org> click on the 'Special Recruitment' option on the left menu, then click on the 'Edit' button and select the advertisement code "16FFJPN\_ETH".

**Application deadline is 15 December 2016.** Only short-listed candidates will be contacted.

**This assignment is funded by the Government of Japan, therefore only nationals from Japan are eligible to apply.** Please note that if you have previously served as a UN Volunteer (funded by JICA as a former Japan Overseas Cooperation Volunteer) you are not eligible to apply.