



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:** Gender Mainstreaming Officer
- 4. Link with UNV Strategic Framework:** Securing access to basic social services
- 5. Duty Station, Country:** Jakarta, Indonesia
- 6. Duration (in months):** 12 months
- 7. Expected Starting Date:** February/March 2017
- 8. Host Agency/Host Institute:** UN Women
- 9. Organizational Context/Project:**

UN Women is the UN agency dedicated to gender equality and the empowerment of women. A global champion for women and girls, UN Women was established to accelerate progress on meeting their needs worldwide. UN Women supports UN Member states as they set global standards for achieving gender equality, and works with government and civil society to design laws, policies, programs and services needed to implement these standards.

Since 1992, UN Women has been supporting the Government of Indonesia and civil society partners address national priorities for gender equality and women's empowerment. The current focus of support includes:

- Overall to promoting laws and policies towards enhancing women's safety, legal rights and access to justice;

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- Promoting women's human rights through **Gender Responsive Laws**, Policies and Development Plans: Framed by the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW);
- Supporting the Government and civil society organizations to integrate gender equality perspectives in recovery and **peace building processes**;
- Supporting the state and civil society efforts to **ending violence against women** including to cost of services for women survivors of violence and develops monitoring and evaluation tools for implementation of the Law on Domestic Violence;
- Also, focuses its programme on strengthening law implementation and piloting for good practices to improve prevention and response to violence against women.

10. Description of tasks:

Under the overall supervision of the Officer-in-Charge and in close consultation with the National Programme Officers on Women Peace and Security and Governance, the UN Volunteer will undertake the following tasks:

- Provide gender mainstreaming project support to UN Women for the current violence against women (VAW) project, including the safe city initiatives.
- Strengthen work on gender mainstreaming in HIV;
- Act as the focal point for gender mainstreaming in the environment and climate change project; and
- Provide input to the development of new programmes to respond to the needs of women in secure and sustainable livelihood, including women's entrepreneurship.

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:

- Strengthened programmes and advocacy substances for policy changes or development addressing women's human rights, especially of those who are marginalized in the country;
- Supported new programme development to improve sustainable livelihoods for women;
- Gender mainstreaming support is strengthened in all projects;
- 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:

- A master degree in gender, public policy, social or political science and or other related field.

Experience:

- At least 2 years of relevant work experience in the field of gender, women's human rights topics, project management, violence against women, or women's empowerment;
- Knowledge of and interest in gender equality and women's empowerment issues;
- Experience working within the UN or familiarity with the UN structure and mechanisms is highly preferred.

Language:

- Written and spoken English at mother-tongue level;
- Familiarity and working experience in Indonesia with knowledge of Bahasa Indonesia would be a great asset.

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:

The position will be based in the Jakarta, capital of Indonesia, where basic living needs, including accommodation, banking facilities, medical facilities and telecommunications/internet services are readily available. All staple foods can be found in the markets, eg: rice, meat, vegetables, fruit, cooking oil, salt, etc. Many imported goods are available in Jakarta. Jakarta has numerous good restaurants with good health standards. The most used means of transportation are taxi or local bus. Mobile phone is the most reliable tool to communicate with colleagues and friends. Internet service is readily available at most apartment complexes. ATMs are everywhere in Indonesia and Western cards can usually be used to withdraw Indonesian Rupiah.

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.

A 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, while the PAM is 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 in the country of assignment is 54.6%, then the VLA for that month and for that country will be $US\$ 1,571 \times 1.546 = US\$ 2,429$. Moreover, to complete the monthly VLA rate, a Family Allowance (FA) is added in function of the number of recognized dependents (or: in the amount of US\$ 250 if the UN Volunteer has 1 recognized dependent, and US\$ 450 if the UN Volunteer has 2 or more recognized dependents). In addition, 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. The VLA and WBD taken together form the net core entitlements.

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, under strict conditions, also

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in the event of a permanent reassignment to another duty station (duty stations can change in the course of an assignment based on operational necessity; UN Volunteers may be required to work anywhere in the area of operations of the host organization, including in remote locations). Life, health, permanent disability and malicious acts insurances are included, as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements as per the local MORSS), DSA payment for official travel, periodic home visit, final repatriation travel (except in the event of a resignation within the initial contract period), and resettlement allowance for satisfactory service.

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_IDN**" 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_IDN**".

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.