

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:** Partnerships Officer
- 4. Link with UNV Strategic Framework:** Securing access to basic social services
- 5. Duty Station, Country:** Delhi, India
- 6. Duration (in months):** 12 months
- 7. Expected Starting Date:** February/ March 2017
- 8. Host Agency/Host Institute:** UNV Field Unit/UNDP

9. Organizational Context/Project:

The United Nations Volunteers (UNV) programme was established by the UN General Assembly (GA) in December 1970 through resolution 2659 (XXV). UNV began operations in January 1971, administered by the United Nations Development Programme (UNDP). UNV partners with UN agencies, governments and civil society organizations to advocate for volunteerism, integrate volunteerism into peace and development interventions and mobilize UN Volunteers and community volunteers.

Until 2009, UNV India Programme was one of the largest, with more than 250 National UN Volunteers serving various projects of United Nations. In 2012, 3 International and 70 National UN Volunteers served in India. Areas of work of UN Volunteers in India has been on a wide range of issues i.e.: decentralized district planning, capacity development of elected representatives, support to UNHCR operations for refugee status determination, disaster risk reduction plans at local levels, environmental sustainability, and HIV related issues etc.

In the context of increasing the attention of the international community to volunteerism and its contribution to the work of the UN System, UNV launched a Strategic Framework for 2014-2017. Within this Strategic Framework, UNV has developed its own partnership strategy. UNV as a catalyst, knowledge broker and/or convenor, will seek to develop new and innovative partnerships with UN Member States, private foundations and the private sector as part of developing innovative volunteer solutions.

10. Description of tasks:

Under the direct supervision of Programme Analyst, UNV/UNDP, the UN Volunteer Partnerships Officer will undertake the following tasks:

- Lead the development and implementation of a partnership strategy for the UNV field unit India, in particular with private sector and civil society organizations and other key development partners, identifying partnership opportunities and proposing ideas for partnership building, interacting with a wide range of stakeholders.
- Conduct research on the major stakeholders in the Indian Voluntary sector
- Assist in identifying partners for implementing the UNV field units projects on providing basic social services to persons with disabilities and strengthening the national youth volunteering infrastructure
- Support the establishment, coordination and management of a new UNV local volunteer network in India.
- Prepare advocacy materials and hold events for UNV India to support negotiations for increasing the number of partners.
- Assist in organizing meetings, policy dialogues and other events such as International Youth Day and International Volunteer Day

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:

- Partnership strategy developed and constructive interactions with development partners undertaken
- UNV India's number of collaborations increased and programmatic profile diversified
- Knowledge and evidence of volunteerism's contribution to development gathered and shared with partners
- Local volunteer network in India established
- 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: Master in business administration, international relations or related field

Years of work experience: At least 2 years of relevant professional experience

Language: Fluency in spoken and written English

Driving license required: No

Computer skills: Ability to use standard computer applications (i.e. Word, Excel, PowerPoint, Outlook)

Other skills/experience and qualifications:

- Good knowledge in social research methods
- Good knowledge and practical experience in multi-stakeholder cooperation and development policy in general. Developing country work and/or field experience is an asset.
- Experience in the facilitation and organization of events and meetings desired
- Good skills in interpersonal relations, networking, and communication (report writing, creating advocacy materials, etc.)
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect

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 relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers,

counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups;

- Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

13. Living Conditions:

New Delhi and the surrounding National Capital Region is a large and bustling metropolis of approx. 14 million people undergoing rapid changes. The capital city is an administrative, cultural and commercial center with modern amenities and well connected by air. Part of Delhi's charm is undoubtedly derived from the city's multicultural and multi-ethnic flair. Even more so than in other Indian metropolises, the urbanites living in Delhi reflect the country's population in all its diversity. This is, of course, partly due to New Delhi's status as India's national capital and the seat of its central government. There are representatives from all administrative and ethnic groups of this vast country living in Delhi. As a result, one can hear hundreds of languages on the streets while living in Delhi. The two dominant languages are Hindi and English, but nearly every other Indian language is spoken as well, even if only in one of the smaller communities living in Delhi. Punjabi and Urdu have official second language status in the capital region. Hinduism is the dominant religion, but there is a significant Muslim minority. Smaller Christian, Sikh, and Jain communities, as well as other religious minorities, are also present.

It is a safe place with large expatriate community drawn from embassies, UN agencies, MNCs and foreign businesses. It has short moderate winter and long hot summer.

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 will be US\$ 2,429 for a volunteer without dependent; US\$ 2,679 for a volunteer with one recognized dependent and US\$ 2,879 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_IND" 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_IND".

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.