

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:** UN Coordination Officer
- 4. Link with UNV Strategic Framework:** National capacity development through volunteer schemes
- 5. Duty Station, Country:** Kigali, Rwanda
- 6. Duration (in months):** 12 months
- 7. Expected Starting Date:** February/ March 2017
- 8. Host Agency/Host Institute:** The One UN and United Nations Development Programme, Rwanda.

9. Organizational Context/Project:

The One UN Resident Coordinator is at the same time the UNDP Resident Representative. The One UN Resident Coordinator's Office (RCO) is where the UN Volunteer would serve. This office provides strategic coordination and analysis of the One UN System in Rwanda. It does so through:

- a). Strategic analysis and planning, which encompasses conducting situation analysis and needs assessment; Leading analysis and exploration of options on key policy, programmatic and common funding issues; and formulation of agreed strategic framework for UNCT;

b). Oversight of the UN country programming cycle, which includes internal UN formulation of CCA, and formulation and approval along with the Government of the United Nations Assistance Development Plan (UNDAP) and UNDAP Action Plan where applicable; facilitation of high-level policy dialogues; implementation, monitoring, reporting and evaluation; ensuring mainstreaming of cross-cutting issues; oversight of thematic working groups; formulation and approval of Joint Programmes; and Revision of UNDAP and Joint Programmes;

c). Representation of and support of UN Secretariat and UN agencies/NRAs that embody representation to, and liaison with, highest echelons of host government on behalf of the SG and departments of the UN Secretariat as well as non-resident agencies; facilitation of missions (e.g. UN Special Rapporteurs, UN HQ missions); and acting as interlocutor with Government on behalf of all agencies;

d). Support to national coordination systems and processes, which include engagement with: national aid management structures; national aid management processes and their subsidiary processes; coordination requirements at national, sub-national or sectoral levels; and donor coordination and partnerships.

Other strategic coordination functions of the RCO include:

Development and management of shared operational support services; Crisis management preparedness and response; Human Rights and Development; External communication and advocacy; Joint Resource mobilization and fund management; General UNCT oversight and coordination.

This therefore implies that working with the RCO would expose the UN Volunteer to the entire UN system as well as Government institutions and development partners across programmes.

10. Description of tasks:

Under the direct supervision of Head of Resident Coordinator's Office and line supervision from the UN Coordination Analyst, the UN Volunteer (UN Coordination Officer) will undertake the following tasks:

- Assist the UN Coordination Analyst to support the UN Country Team (UNCT) to implement a high quality, focused and strategic United Nations Development Assistance Plan (UNDAP) that supports the national strategies setting;
- Assist in developing and implementing collaborative and joint programmes, to monitor progress towards the SDGs in various fora.
- Work with the UN Coordination Analyst to ensure effective support to UNCT in preparation and implementation of country programming processes and products, including UNDAP and UN programmes coordination focusing on achievement of the following results;
- Ensure preparation and implementation of the Resident Coordinator's (RC) Work Plan focusing on the achievement of stated results;
- Work with the UN Coordination Analyst to ensure implementation of the resource mobilization strategy through the UN Communications Group (UNCG) for UNDAP implementation focusing on achievement of stated results;
- Ensure facilitation of knowledge building and management focusing on achievement of stated results

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:

- Enhanced facilitation of coordination among UNCT members, especially on UNDAF implementation, monitoring and evaluation;
- SDGs implementation properly managed;
- Enhanced coordination of the RC Work Plan, reports and proposals for funding preparation;
- Improved liaison between the UNCT and UNCG for the purpose of advice on media and communication strategies towards mobilization of Resources within the UNDAF;
- Coordination of the substantive preparations of the UNCT for roundtables and other key events in close consultation with appropriate counterparts in government, bilateral and multilateral partners
- Identified sources of information related to coordination, as well as identified and synthesised best practices and lessons directly linked to country policy goals learnt

Other Results/Expected Outputs would include:

- 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: Economics, Social Sciences, International Relations, Development Studies, Political Sciences or related field.

Years of work experience: 2 years

Language: Fluency in English

Driving license: No

Computer skills: Word, Excel, PowerPoint, any data management software.

Knowledge of UN System and Sub-Saharan Development context would be an 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 Republic of Rwanda is a small landlocked country in the Great Lakes region of east-central Africa, bordered by Uganda, Burundi, the Democratic Republic of the Congo and Tanzania. With almost 10 million people, Rwanda supports the densest population in continental Africa most of whom engages in subsistence agriculture and 3/4 of the population live below the international poverty line of US\$1.25 a day. Rwanda is a verdant country of fertile and hilly terrain and bears the title "Land of a Thousand Hills"

The country has received considerable international attention due to its 1994 genocide, in which between 800,000 and one million people were killed. In 2008, Rwanda became the first country in history to elect a national legislature in which a majority of members were women. The country now has many international visitors and is regarded as a safer place for tourists. The principal form of public transport in the country is share taxi, with express routes linking the major cities and local services serving most villages along the main roads of the country.

A valid passport with visa is mandatory. In view of the bilateral agreements, nationals of the following countries may visit Rwanda without visa for a period up to 90 days: USA, UK, Germany, Canada, Uganda, Tanzania, Kenya, Burundi, Democratic Republic of Congo, Sweden, Mauritius, South Africa and Hong Kong. Visas can be applied online at www.migration.gov.rw

A certificate of yellow-fever vaccination is required. Much of Rwanda lies at too high an elevation for malaria to be a major concern, but the disease is present and prophylactic drugs are strongly recommended. It is advisable not to drink tap water. Bottled mineral water can be bought in all towns. Hospitals are located in all major towns. There is also the UN Dispensary that can provide 1st aid assistance and guidance.

A combination of tropical location and high altitude ensures that most of Rwanda has a temperate year-round climate. Temperatures rarely stray above 30 degrees Celsius by day or below 15 degrees Celsius at night throughout the year. The exceptions are the chilly upper slopes of the Virunga Mountains, and the hot low-lying Tanzania border area protected in Akagera National Park. Throughout the country, seasonal variations in temperature are relatively insignificant. Most parts of the country receive in excess of 1,000mm of precipitation annually, with the driest months being July to September and the wettest February to May.

The unit of currency is the Rwanda francs. The US dollar is the hard currency of preference. It may be impossible to exchange travellers' cheques away from the capital. Credit cards are usually only accepted at the major hotels in Kigali.

In addition to the Kinyarwanda, French and English are the major spoken languages.

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 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

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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_RWA**" 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_RWA**".

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.