



## 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 Analyst
- 4. Link with UNV Strategic Framework:** Securing access to basic social services
- 5. Duty Station, Country:** Apia, Samoa
- 6. Duration (in months):** 12 months
- 7. Expected Starting Date:** February/ March 2017
- 8. Host Agency/Host Institute:** UNDP Multi-Country office

### 9. Organizational Context/Project:

The UN Coordination Analyst will work in the Office of the United Nations Resident Coordinator. The UN Office of the Resident Coordinator is located in the Samoa Multi Country Office (MCO) of the United Nations Development Programme, (servicing the Cook Islands, Niue, Samoa and Tokelau) in Apia, Samoa. The UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, the UNDP offers global perspective and local insight to help empower lives and build resilient nations.

Within the UN Office of the Resident Coordinator, the Coordination Analyst will carry out key activities related to the implementation, monitoring and reporting on the UNCT through advocacy, coordination, public awareness, information sharing and knowledge exchange, in close cooperation and partnership with UN agencies, regional organizations, national authorities, private sector, community based groups and civil society.

A specific learning plan will be developed to facilitate the integration and further professional development of the UN Volunteer in the organization

#### **10. Description of tasks:**

The Coordination Analyst will work directly under the Resident Coordinator (RC) Unit to support the UNRC Office and the successful implementation of the UNCT work plans. Under the guidance and direct supervision of the UN Coordination Specialist, the incumbent is expected to perform the following responsibilities:

- Strengthen the capacity of the UN Office of the Resident Coordinator and UN Country Team Working Group on Youth by working in close collaboration with regional organizations, national governments and other United Nations Country Team partners;
- Support UN Country Teams, Government of Samoa and associated donor partners and NGOs in coordination and information exchange on the national implementation of the SDGs and UNPS.
- Conduct research, develop case studies and prepare articles and stories for regional and global publications of UNDP, UNDP website and its partners where required.
- Preparation of speakers notes, talking points, speeches for major advocacy events of the RC system, in close consultation with the UNCT and partners.
- Assist in management of media and communication strategies of the UNCT in close consultation with the CPG (Communication Partnership Group)
- Development of strategies, policies and programmes in close consultation with UN agencies aimed at reaching SDGs, UNPS (UN Pacific Strategy) and establishment of the system for monitoring the progress towards SDGs and Global Conferences and facilitation on key Partnerships.
- Assist with organizing workshops, conferences and meetings; and
- Carry out other duties related to the mandate and functions of the UN Office of the Resident Coordinator and UNDP support to the UNCT as assigned.

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:

- Development of first-hand understanding of the workings of the UNRC and UNDP internal system;
- Appreciation of the achievements and challenges of small island developing states; the implementation of projects and the achievement of results; improved ability to project management;
- A final statement of achievements towards volunteerism for development during the assignment, such as mobilization of resources towards implementing RC & UNV events; reporting on the number of volunteers mobilized, activities participate in and capacities developed.
- Involvement in outreach events and advocacy surrounding the UNCT, UNRC system, and associated themes;
- Write a substantive article on a topic of relevance to volunteerism and the pursuit of resilience in regards to small islands developing states and the role of the United Nations.
- 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

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

### A) Qualifications, skills, experience:

**Degree level:** Master's degree

**Type of Degree:** e.g. Political science or equivalent preferably in development studies, law, economics or related field. An undergraduate degree with a relevant combination of academic qualifications and experience in related area may be accepted in lieu of an advanced degree.

**Years of work experience:** Candidate should have a minimum of 2 years' experience in development work and/or related field such as programme management, environment or sustainable development. Demonstrated experience working on the integration of sustainable development policies is an asset. Experience working in or with a national, state or local government administration is highly desirable. Experience at the international level in the Asia-Pacific region will be well regarded. S/he will have motivation to promote volunteerism. S/he will have good interpersonal skills in a multi-cultural environment. Good command of English (written and spoken) is essential.

**Language:** Must be able to demonstrate fluency in written and oral English communication

**Driving license required:** No

**Computer skills:** Word, excel, power point, photo shop, basic video editing, social media and others

### 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:**

The Independent State of Samoa, known as Western Samoa until 1997, is made up of nine volcanic islands, two of which - Savai'i and Upolu - make up more than 99% of the land. It was governed by New Zealand until its people voted for independence in 1961. The capital city of Samoa is Apia. The total population of Samoa is 184,000 with a total area of 2,934 square km. Samoa is an island archipelago with the two main islands of Upolu and Savaii. The terrain consists of narrow coastal plains with volcanic, rocky, and rugged mountains in interior. The economy of Samoa has traditionally been dependent on development aid, family remittances from overseas and agricultural exports. Agriculture employs two-thirds of the labour force, and furnishes 90% of exports, featuring coconut cream, coconut oil, and copra. The manufacturing sector mainly processes agricultural products. The decline of fish stocks in the area is a continuing problem. Tourism is an expanding sector, accounting for 16% of GDP. The GNI per capita is US\$ 2,780 (World Bank 2008).

Apia has good accommodation facilities in terms of the Pacific standard and good road networks. Medical facilities are limited in comparison to developed countries and emergencies are undertaken in New Zealand. Food items and imported commodities are easily available in the market. There is a functioning banking system in the country. Samoa has a warm tropical climate and insect repellents are needed for the nights. Apia has an international airport which is well connected to New Zealand.

**Security:** A security briefing is provided to all international employee of the UN, on a mandatory basis, upon arrival. Precautions one would take in any capital city around the world apply Apia, although it is a relatively small city.

#### **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\$ 26350 for a volunteer without dependent; US\$ 2600 for a volunteer with one recognized dependent and US\$ 2800 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\_WSM**" 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\_WSM**".

**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.