



## 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:** Project Officer
4. **Link with UNV Strategic Framework:** Securing access to basic social services
5. **Duty Station, Country:** Dar es Salaam, Tanzania
6. **Duration (in months):** 12 months
7. **Expected Starting Date:** February/ March 2017

8. **Host Agency/Host Institute:** United Nations Educational, Scientific and Cultural Organization (UNESCO) Dar es Salaam Office in United Republic of Tanzania

### 9. Organizational Context/Project:

UNESCO Dar es Salaam Office covers four sectors: Education, Culture, Sciences and Communication and Information. The Office is led by the Head of Office and country representative assisted by 6 unit heads: Education, Culture, Sciences, Communication and Information, Cross-cuttings issues and Administration. Its Human Resources base is formed by Mostly National Programme Officers as well as International and National temporary assistance and volunteers. The Office has a wide network of partners at central and local level, ranging from government institutions to UN Agencies, CSOs and private sector. The Office provides policy formulation support, advocacy and Institutional and human capacity

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development, both through technical support and the piloting of innovative models for policy reference. UNESCO is actively participating in the UN reform in Tanzania “Delivering as One”, and is leading on Education and Culture.

The IUNV will be placed under the Education Sector unit operating within the framework of UNDAF II 2016-2020 and UNESCO/KOICA Project “Empowering Adolescent Girls and Young Women through Education in Tanzania”. In the area of girls education, the Office has developed modalities and expertise in promoting retention of girls in school, mobilization of communities and their leaders for girls education and provision of second chance opportunities for out of school adolescents mothers, including establishment of students health clubs. In addition the Office has been supporting the Ministry of education in the development of Comprehensive Sexuality Education modalities as well as the development of re-entry guidelines for dropped out girls, in particular due to pregnancy. The mobilization of communities against girls’ discrimination and harmful cultural practices is undertaken through the use of appropriate socio-cultural approaches one hand, and the use of Community Radios on the other hand.

The IUNV will work closely with a broad range of partners drawn from UN, government, CBOs, religious institutions, private sector and community structures who are directly and indirectly engaged in project planning, implementation and monitoring. Key partners for the project include but not limited to UNFPA; UN Women; ILO; PO-LARG; MoEST; COMNETA and District Councils.

While overall coordination and management of the project is under UNESCO, partners are engaged at different level of planning, implementation and monitoring. For instance, UNFPA and UN Women provide technical support in the areas of advocacy and lobbying for sexual and reproductive health rights; child protection legal & regulatory frameworks, ensure adolescent girls and young women benefit from safe and quality educational opportunities. On the other hand, government partners such as the MoEST and district authorities provide guidance and leadership on the development and operationalization of framework, strategies and policy guidelines. Community Based Organization and community structures are engaged in community mobilization and sensitization.

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

Under the overall supervision of the Head of UNESCO Dar es Salaam Office and direct supervision of the Project Coordinator, the UN Volunteer will undertake the following tasks:

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- Support implementation of the project including monitoring, reporting and evaluation of the project by preparing progress reports;
- Assist in the establishment and management of multi-purpose community youth centres in accordance to UNESCO rules and regulations
- Assist in the development, management and promoting community-based youth volunteers scheme/model
- Support the establishment of school youth clubs to enhance youth participation in various forums to address sexual and reproductive health rights with a focus on girls and young women
- Support the establishment of basic WASH facilities in schools, including gender sensitive hygiene management facilities.
- Support the development of culturally acceptable and age appropriate peace education; gender and sexual and reproductive health packages, including developing a platform for leveraging ICTs and other mobile technologies to provide information
- Perform any other task assigned by the Head of Office and or immediate supervisor

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:

- Youth-centered sexual and reproductive health and counselling support services strengthened
- Model of multi-purpose youth centres and community-based youth volunteers enhanced
- Adolescent girls' chances of remaining in school and progressing to higher educational levels increased
- 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 peace and 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:** Social Sciences (Sociology, Demography or Development Studies)

**Years of work experience:** Minimum of 3 years' relevant work experience including in monitoring and evaluation, working with communities' incl. youth groups;

**Language:** English

**Driving license required:** No

**Computer skills:** Strong computer proficiency, e.g. Microsoft Word, Excel, PowerPoint, Social me-dia.

### **B) Competencies and values:**

- Ability to be a team player: strong interpersonal skills
- 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

- Results oriented: Uses initiative to deliver required outputs and planned results in accordance with time and budget targets; analyses complex problems systematically and efficiently

### **13. Living Conditions:**

Dar es Salaam is the largest City in Tanzania, has the major port and is the economic centre of the country. Most Ministries, government offices, Embassies and UN offices are based in this city Dar es Salaam. Dar es Salaam is situated on the coast, overlooking the Indian Ocean. It is an International multicultural city with a mixture of religions. There is a wide range of facilities available, including numerous shopping centres, movie theatres, restaurants and many new infrastructural developments taking place.

### **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 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\_VNM**" 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\_VNM**".

**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.