

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

EGYR000676--Coherence and Coordination Specialist

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.

General Information

| | |
|-------------------------|--------------------------------------|
| Country of Assignment | Egypt |
| Host Institute | United Nations Development Programme |
| Volunteer Category | International Specialist |
| Number of Volunteer | 1 |
| Duration | 24 Months |
| Expected Starting Date | 01-07-2017 |
| Duty Station | Cairo |
| Assignment Place | Family Duty Station |
| Assignment Place Remark | |

Living Conditions

The UN volunteer will be based in Cairo which is a family duty station with a wide range of services (health, education and leisure) and good living conditions.

Geography and climate: Egypt is one of the most populous countries in Africa and the Middle East. The great majority of its estimated 80 million people live near the banks of the Nile River, in an area about 40,000 square kilometres (15,000 square mile), where the only arable land is found. The large areas of the Sahara Desert are sparsely inhabited. About half of Egypt's residents live in urban areas, with most spread across the densely populated centers of greater Cairo, Alexandria and other major cities in the Nile Delta.

Language: the official language of Egypt is Arabic.

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Assignment Details

Assignment Title

Coherence and Coordination Specialist

Organizational Context & Project Description

The United Nations System in Egypt is comprised of over 34 resident and non-resident Agencies, Funds and Programmes both at the Country level as well as at the Regional level.

The UN Resident Coordinator Office (RCO) supports the Resident Coordinator (RC) and the UN Country Team (UNCT) with inter-agencies efforts in the areas of programme, operations, and communication to deliver on the planned results in the United Nations Development Assistance Framework (UNDAF) 2013-2017, the development plan between the UN System and the Government of Egypt.

The United Nations is currently initiating series of national consultations for the preparation of the United Nations Partnership Development Framework (UNPDF) for 2018 to 2022. The UNPDF used to be known as the UNDAF.

In close partnership with the Head of the RCO, the incumbent will coordinate the UN System activities emanating from the RCO, setting priorities, and ensuring follow-up and feedback; and identifying and recommending proposals and actions for enhancing inter-agency coordination in line with UN reform objectives, the simplification and harmonization procedures and, as appropriate, initiating actions for implementation. The incumbent will also support the efforts to strengthen the capacity of the UNCT in coordinating and planning an integrated UN response to national development priorities.

In addition, the incumbent will work in close collaboration with the RC, the RCO and UNCT members, programme and operations teams of the agencies, UNDOCO staff and government officials, technical advisors and experts, multi-lateral and bi-lateral donors and civil society ensuring successful planning and implementation of UNCT activities.

This UN Volunteer assignment is fully funded by the Government of Germany and is expected to contribute to the donor's objective of improving the linkage between bi- and multilateral development cooperation. In order to assess the achievement of this objective, the Resident Coordinator's office will be asked to complete a questionnaire at the end of the UN Volunteer assignment.

Sustainable Development Goals 17. Partnerships For the Goals

UNV Focus Area Securing access to basic social services

Task description

Under the direct supervision of the Head of the RCO, and overall guidance of the RC, the UN Volunteer supports the UNCT in implementing the activities identified in the RC work plan.

The UN Volunteer will undertake the following tasks:

Ensuring effectiveness in UNCT implementation of country programming processes and products, including Common Country Assessment (CCA), UNDAF and UN Joint programmes focusing on:

- Coordination of implementation of UNDAF Result Group activities;

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- Establishment of effective mechanisms for monitoring the UNDAF implementation in consultation with UN partners, the Government, civil society, multilateral and bilateral institutions;
- Identification of strengths and weaknesses in UN programmes from the point of view of coherence and effectiveness in the context of UNDAF, UN System reform and Sustainable Development Goals (SDGs);
- Provision of advice on adjusting strategies and implementation modalities, cost-effective and efficient implementation of joint UN programmes;
- Development of strategies, policies and joint programmes/work plans in close consultation with UN Agencies aimed at reaching the SDGs.

Ensuring a Results-Based Management (RBM) approach to the implementation of the UNCT work plan, focusing on coordinated achievements of results.

Ensuring the effective contribution of the UNCT to the implementation of the national aid effectiveness strategy, including:

Advancing the implementation of the Quadrennial Comprehensive Policy Review (QCPR);

Coordinating the contribution of the UN to development partners' strategies;

Supporting UNCT activities to strengthen national result-based implementation of the Egypt Vision 2030: Sustainable Development Strategy.

Ensuring effective advocacy of UN activities in close consultation with the UN Communications Group focusing on the following results:

Maintenance of systematic information on RC system activities;

Implementation of outreach strategy for partners of the UN system;

Management of media and communication strategies of the UNCT;

Preparation of talking points and speeches for major advocacy events of the RC.

Ensuring the creation of strategic partnerships and implementation of the resource mobilization strategy for UNDAF implementation focusing on the following results:

Development of partnership with Government institutions, civil society, multilateral and bilateral donors and the private sector.

Analysis and research of information on donors, preparation of substantive briefs on donor strategies and national development strategies, provision of advice to RC on ensuring synchronicity, alignment and complementarity between these strategies and UN activities.

Coordination of the substantive preparation of the UNCT meetings, Development Partner meetings, and other key events in close consultation with appropriate counterparts in government, multilateral and bilateral partners.

Ensures facilitation of knowledge building and management focusing on the following results:

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Identification of sources of information related to coordination, identification and synthesis of best practices and lessons learnt directly to country policy goals;

Identification of national policies and institutions that require strengthening to ensure effective UNDAF implementation and provision of advice in close consultation with UNCT;

Sound contribution to knowledge networks and communities of practice;

Organization of training to UN staff on coordination issues.

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.

Results/Expected Outputs

Strategic partnerships developed and implementation of the resource mobilization strategy for UNDAF implementation achieved;

Facilitation of knowledge building and management successfully delivered;

Effective contribution of the UNCT to the implementation of the national aid effectiveness strategy reached;

Effectiveness in UNCT implementation of country programming processes and products, including Common Country Assessment (CCA), UNDAF and UN Joint programmes facilitated;

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.

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- 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

Qualifications/Requirements

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Required Degree Level Master degree or equivalent

Education - Additional Comments

In international development studies, political science, economics, management, coordination or other relevant fields.

Years of Required Work Experience 36 months

Experience Description

At least three years of professional work experience in development and/or humanitarian operations required. Knowledge of the UN System, procedures and operational activities for development would be an asset.

Advanced computer and internet skills, including proficiency in word processing and other commercial software packages.

Language Skills

- English (Mandatory) , Level - Fluent
- And One of these - Arabic (Mandatory) , Level - Working Knowledge

DoA Expertise

- Development programme management (Mandatory)

Additional Requirements for Area of Expertise

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Communication
- Integrity
- Planning and Organizing
- Working in Teams

Conditions of Service and other information

Condition of Service [Click here to view Conditions of Service](#)

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Conditions of Service for International Specialist:

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN 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\$ 1,587. 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, kindly enter the link [Calculator](#)

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.

Application Code EGYR000676-2045

Application procedure

If you have not yet registered in the UNV Talent pool, please apply by registering your profile at <https://vmam.unv.org/candidate/signup>. Important: Once you have created your UNV account by validating your email address, please complete all sections of your profile. Go to 'My Page' section of your profile, click on the 'Special Calls' hyperlink and select the special call you would like to apply. If you are registered in the UNV database, please update your profile at <https://vmam.unv.org/> Go to 'My Page' section of your profile, click on the 'Special Calls'

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hyperlink and select the special call you would like to apply.

Application deadline: 21th May 2017.

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.

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