

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KOSR000743--Coordination Support Officer

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 | Kosovo |
| Host Institute | United Nations Development Programme |
| Volunteer Category | International Specialist |
| Number of Volunteer | 1 |
| Duration | 12 Months |
| Duty Station | Pristina |
| Assignment Place | Family Duty Station |

Assignment Place Remark

Living Conditions

- Kosovo is located in the Balkans mountain range of South Eastern Europe. The climate is continental, with warm summers and cold, snowy winters.
- Houses/Apartments are easily available and have electricity and running water, although this may not be 24hrs. Costs are reasonable, but vary according to location, i.e. city centre or outlying villages. Upon arrival, you will reside in a hotel or apartment until you get permanent housing. The UNV Field Unit can assist in identify suitable housing.
- There is no specific health problems associated with Kosovo, and no vaccines are required prior to arrival.
- Foods and dietary needs of all kinds are available in the many supermarkets. There are market places that cater in fruits and vegetables, and bakeries offer some exquisite pastries and breads. Fresh fish and meat are also easily available

**All References to Kosovo shall be understood to be in the context of UN Security Council resolution 1244 (1999)*

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

Assignment Details

Assignment Title Coordination Support Officer

Organizational Context & Project Description

UN Kosovo Team (UNKT) with its 19 resident and non-resident UN Agencies, Funds and Programmes, works together for the advancement of human rights, gender equality and promote development progress in Kosovo. The team within the UN Development Coordination Office (UNDCO) - "RC Office" provides services to the UNKT that ensure coherence in their joint work. The UNKT designed the strategic five years "UN Common Development Plan (CDP) 2016- 2020" which will guide joint programmes, operations and advocacy in line with the Sustainable Development Goals (SDGs). In parallel, the various UN entities in Kosovo prototyped new ways of collaboration, building on the internal experiences and capacities, in the context of global UN reform efforts ("Delivering as One").

As the Kosovo institutions are moving forward with localizing of the SDGs, the UNKT will identify a clear set of shared and inter-linked goals aimed at generating policy changes and strengthening Kosovar capacities to promote equitable and inclusive development. Implementation of the UN CDP will be focused on three levels of intervention: (i) joint programming to strengthen institutional, inter-institutional and societal capacities for social change; (ii) streamlining of UN business operations for improved internal efficiency and effectiveness; and (iii) collective advocacy for the development of Kosovo.

UNDCO is searching for a Coordination Support Officer to complement existing team capacities and to play a key role in facilitating the design and implementation of the new UN Common Development Plan and the successful execution of related internal UN reforms.

Sustainable Development Goals 17. Partnerships For the Goals

UNV Focus Area Youth

Task description

Under the direct supervision of the UN Coordination Specialist and overall guidance of UN Development Coordinator and UNDP Resident Representative, the Coordination Support Officer will undertake the following tasks:

Support in conducting research and analysis related to the support of ongoing localization of the UN Sustainable Development Goals (SDG) in Kosovo.

Support UNDCO team with presentation and use of research data to UN entities and local stakeholders for evidence based interventions.

Assist in identifying entry points that will enable strategic coordination of the UN and partners involved in the achievement of SDGs in Kosovo.

Support in drafting and consolidation of joint annual reports to document progress on SDG localization and implementation.

Support the development of tools to enhance knowledge and share best practices on innovative action within the UN system in Kosovo and other stakeholders.

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Assist in preparation, promotion and dissemination of UNKT results of the internal / external collective actions with focus on UN joint advocacy initiatives.

Performing any other duties assigned by the UN Development Coordinator / UNDP Resident Representative, within the scope of work.

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

Key elements of the roadmap to localization of SDGs are implemented;

Key targets of SDGs are promoted in effective manner with Kosovo Institutions;

UNKT plans and progress reports, drafted and delivered on timely and effective manner

UNKT plans for advocacy, visibility are implemented;

Mechanisms to facilitate knowledge-building and knowledge-sharing enhanced and maintained;

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, 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

Qualifications/Requirements

Required Degree Level Master degree or equivalent

Education - Additional Comments

Master's degree in International development, International Relations, Economics, Social Sciences, Statistics or related field

Years of Required Work Experience 36 months

Experience Description

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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 KOSR000743-2097

Application procedure

** Not yet registered in the UNV Talent Pool?*

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

** Already registered in the UNV Talent Pool?*

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call

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to which you would like to apply.

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 under *Japan Trust Fund*, you are not eligible to apply. If you are a former *Japan Overseas Cooperation Volunteer* (JICA-JOCV) and eligible to apply for JICA funded UN Volunteer assignments, you are not eligible to apply for this assignment funded by the Government of Japan.

Application deadline: 16th June 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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