UN VOLUNTEER DESCRIPTION OF ASSIGNMENT
ALBR000344--Innovation 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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Albania</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Children's Fund</td>
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<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Tirana [ALB]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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Living Conditions

Albania is a small country in the south eastern part of Europe. It is part of the Balkan peninsula together with few other states. It has gone through a lot of positive economic growth during the last years and it is fast developing towards being a member of the European Union. The UN presence in Albania is strong with 17 representatives’ agencies with 7 of them being resident in the country. UNICEF contribution is important and is valued and appreciated a lot by the Government and other national and international stakeholders in the areas of child wellbeing and protection. Albania is a vivid country, visited by many foreigners who appreciate a lot the immense beauty of the natural landscapes combined with the warmth and hospitality of Albanian people.

Assignment Details
Qualifications/Requirements

Organizational Context & Project Description

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does - in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life - in its social, political, economic, civic and cultural dimensions - her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society’s most disadvantaged citizens - addressing inequity - not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

This UNV assignment is part of UNICEF Albania’s major strategies – innovation and will support UNICEF office in Albania in mainstreaming social innovation throughout its programmes to test and scale up new partnerships, technologies, and collaborations to help Serbia to realise its children’ rights. The UNV Innovation Officer will support the development, coordination, and monitoring of innovations, and will provide ongoing technical support to each programme team in the design and implementation of their respective Innovation flagship initiatives.

Sustainable Development Goals

11. Sustainable Cities and Communities

Task description

Within the delegated authority and under the supervision of Deputy Representative or his/her designated mandated representative(s), the UN Volunteer Innovation Specialist will:

Provide support to program development and planning

- Research and report on innovation trends and data for use in program development, management, monitoring, evaluation and delivery of results.
- Provide support to an overall cross-sectoral innovation strategy/action plan, including formulation, design, planning and implementation.
- Proactively scout for new innovative ideas and opportunities.
- Contribute to the development/mainstreaming of innovation into sectoral program goals, objectives and strategies and results-based planning.
- Prepare regular/mandated sectoral program/project reports for management, donors and partners to keep them informed of program progress.
- Support the development, coordination and testing of innovation products and processes to strengthen and improve efficiency and effectiveness of UNICEF’s programming, monitoring and evaluation, advocacy and communication. More specifically, explore the feasibility for deployment of RapidPro – UNICEF’s latest mobile phone-based system for real-time data collection, including negotiations with mobile network companies and other service providers. This may also include implementation of established solutions such as U-Report should this be relevant.
- Work closely and collaboratively with internal and external colleagues and partners to discuss operational and implementation issues, provide solutions, recommendations and/or alert appropriate officials and stakeholders for higher-level intervention and/or decision. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- Participate in regular program field visits and surveys and/or exchange information with partners/stakeholders to discuss operational and implementation issues, provide solutions, recommendations and/or alert appropriate officials and stakeholders for higher-level intervention and/or decision. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- Research critical issues, bottlenecks and potential problems for timely action to achieve results.
- Participate in monitoring and evaluation exercises, program reviews and annual reviews with government and other counterparts to assess programs/projects and to report on required action/interventions at the higher level of program management.
- Document tested innovation projects and processes and ensure effective sharing and generation of knowledge around innovations in the Country Office as well as with UNICEF global innovation network.
- Carry out any other tasks as assigned by the 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.
- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV’s Volunteer Reporting Application.
- 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

- As an active UNICEF Albania team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNICEF Albania and its beneficiaries in the accomplishment of her/his functions, including:
  - Innovation related programs reviewed, mapped, and documented
  - UNICEF corporate platform updated with all ACO initiatives
  - Number of U-reporters reached the CP target
  - Network of child friendly innovators established
  - Cooperation modality with EU4Innovation supported
- 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.

Required Degree Level

Master degree or equivalent

Education - Additional Comments

- Advanced higher degree (Master’s or equivalent) in a relevant area, e.g. Information Technology, International Relations, Social Sciences, Social Development; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree.

Required experience

24 months

Experience Remark

- At least 2 years of professional work experience at the national and/or international level in project design and implementation or other relevant programmes; experience with startups is an asset, as is experience working in the UN or other international development organization.

Language

- English (Mandatory), Level - Fluent

Area of Expertise

- Public information and reporting Mandatory

Area of Expertise Requirement

- Excellent oral and written skills; excellent drafting, formulation, reporting skills.
- Accuracy and professionalism in document production and editing.
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development.
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel.
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment.
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines.
- Sound security awareness.
- Have affinity with or interest in working with young people and children, volunteerism as a mechanism for durable development, and the UN System.

Need Driving Licence
No

Competencies & Values
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

Condition of Service
Click here to view Conditions of Service

Conditions of Service:


The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions,
and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

Supervision, induction and duty of care of UN Volunteers (Roles and Responsibilities of Host Entity)

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;

- Support with arrival administration and official processes;

- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;

- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;

- Access to shared host entity corporate knowledge, training and learning;

- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;

- Leave management;

- DSA for official travel, when applicable;

- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities’ services during pandemics).
Application Code ALBR000344-10276

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 to which you would like to apply.

This is a national UN Volunteer assignment, therefore only nationals of Albania and legal residents in Albania with the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 20-08-2021

doa.apply_url https://vmam.unv.org//candidate/show-doa/QUxCUjAwMDM0NA==

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.