

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CHNR000184--Project Assistant

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	China
Host Institute	UNOSSC South-South Cooperation
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Beijing [CHN]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

The duty station of the national UN Volunteer is located in Beijing city, where modest public infrastructure and health services are available. It is the foremost political and cultural metropolis in China. The city has excellent health services available.

In general, rent for apartments in central locations is high relative to other regions in China, but quality is good. Beijing is well served by many shopping malls, large supermarket chains and international brands. Buses and subways are the most common form of mass transportation. Metered taxis are widely available and domestic and regional travel by train and airplane is popular.

Conditions of Service for national UN Volunteers

The National UN Volunteer receives a standard volunteer living allowance (VLA), which is intended to cover their accommodation and basic living expenses. In China the VLA is 9,490 RMB per month. The National UN Volunteer is entitled to an excellent health, life and disability insurance package. A modest Settling-in Grant and end of assignment allowance will also be provided, along with travel to and from the duty station. International travel to duty station is not covered by UNV. The National UN Volunteer is entitled to 2.5 days personal leave per month and government official holidays.

Assignment Details

Assignment Title

Project Assistant

Organizational Context & Project Description

The United Nations Office for South-South Cooperation (UNOSSC) was established to promote, coordinate and support South-South and triangular cooperation globally and within the United Nations system.

UNOSSC, hosted by UNDP since 1974, was established by the UN General Assembly with a mandate to advocate for and coordinate South-South and triangular cooperation on a global and UN system-wide basis. UNOSSC receives policy directives and guidance from the General Assembly and through its subsidiary body, the High-level Committee on South-South Cooperation. UNOSSC submits its strategic planning frameworks to the UNDP, UNFPA and UNOPS Executive Board for approval and funding. The Director reports to the UNDP Administrator and has also been appointed Envoy of the Secretary-General on South-South Cooperation.

Brief Portfolio Description:

UNOSSC signed a full-fledged global project (2019-2023), with support from the Government of China through the China International Center for Economic and Technical Exchanges (CICETE), to facilitate South-South and triangular cooperation at city level. The project is entitled “[South-South and Triangular Cooperation among Maritime Continental Silk Road Cities for Sustainable Development](#)” (in short as “SSTC Silk Road Cities Project”, or “Cities Project”). The Cities Project aims to leverage UN specialized agencies’ comparative advantages as well as the strategic opportunities offered by the “Belt and Road Initiative” (BRI) in advancing sustainable development globally. The Cities Project aligns its support with the engagement and ownership of local authorities and stakeholders. It is designed to provide streamlined services which include demand-driven needs assessment, capacity development, advisory and advocacy, knowledge and technology transfer, expertise exchange, and implementation and co-financing. The overall objective is to support and incubate thematic and sectoral pilot projects, mutual learning and partnerships building harnessing South South and Triangular Collaboration modality.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Under the direct supervision of Project Management officer in Beijing, the Project Assistant will:

Overall targets

- Support the implementation of project related operational and administrative tasks
- Support the operationalization and management of sectoral clusters at South South Galaxy and shared-drive
- Support partnership building and knowledge sharing
- Support Assets management
- Provide events organization support and other Detailed tasks

Overall tasks

Participate and support the sectoral research, project work plan formulation, and provide operational support to the implementation of specific activities including needs assessment, pilots, knowledge sharing and advocacy efforts.

Maintain effective communication with UNDP Operations Team and UN partnering agencies and facilitate engagement of key stakeholders through effective day-to-day communication and information sharing.

Consolidate, categorize and enhance the project database for the preparation of digitalization online, project related activities for instance on Microsoft Sharepoint, teams among others.

Support the compilation of usage data and traffic monitoring and reporting of the uses for the seven city clusters.

Assist the daily operation and management of online city clusters, including assist creating city partners' South-South Galaxy accounts, facilitating online discussions, identifying and following up potential partnerships, and collecting data for M&E purpose.

Support the preparation and organization of online and offline workshops/webinars, and international conferences and events for expanding partners network and increasing project's visibility among international developing community.

Support the drafting and preparation of high-quality reports, meeting minutes and development of knowledge products and advocacy materials as required.

Perform various procurement and operations tasks as per instructed by strictly following UNDP policy and rules, guidelines and procedures.

Maintain and update project documentation at UNOSSC sharepoint on regular basis. File and update institutional records for Project Office, including multi-stakeholders database, procurement records, financial records, human resources records, and other operational matters.

Support the implementation of project monitoring and evaluation as well as survey and data analysis.

Perform other administrative tasks as requested by Project Manager and direct 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

Under the direct supervision of the Project Management Officer based in Beijing, provide support in order to deliver the following project outputs and targets.

Output 1: Needs assessment conducted and supported at the request of partners; and pilot project proposals developed.

Output 2: Sectoral SSC clusters of cities and institutions established, existing members and partners capacity developed.

Output 3: Pilot projects focusing on the SDGs and BRI priority areas from cost-sharing partners and existing and potential partners facilitated and implemented.

Output 4: Advocacy and knowledge products developed, project scope and partnership base expanded.

Output 5: Project M&E implemented

- 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 Bachelor degree or equivalent

Education - Additional Comments

Bachelor's Degree or above in international affairs, business administration, web and data management, economics, English, multimedia communication, social science or a similar and/or related field.

Required experience 24 months

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We are inspiration in action

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

Experience Remark

Experience in support of project implementation (financial, operational, and administrative aspects, etc.), international development, international business or a similar and/or related field required.

Experience working at the UN/UNDP in project support and operations highly desirable.

Knowledge of UNDP operational policy and rules (procurement, travel and asset management, Atlas) desired.

Experience in drafting reports, and coordinating and preparing international conferences, webinars, or events highly desirable.

Overseas work experience or work experience with an international organization highly preferred.

Knowledge of development project, South-South cooperation issues desirable.

Strong IT skills required, proficient in MS Office Suite, especially Word, Excel, PPT, Sharepoint, and Forms

Language

- English (Mandatory) , Level - Fluent
- AND - Chinese (Mandatory) , Level - Fluent

Area of Expertise

- Development programme/project administration Mandatory

Area of Expertise Requirement**Functional Competencies:**Building Strategic Partnerships**Level 1.1: Maintaining information and databases**

Analyzes general information and selects materials in support of partnership building initiatives

Promoting Organizational Learning and Knowledge Sharing**Level 1.1: Basic research and analysis**

Researches best practices and poses new, more effective ways of doing things

Job Knowledge/Technical Expertise**Level 1.1: Fundamental knowledge of processes, methods and procedures**

Understands the main processes and methods of work regarding to the position

Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks

Strives to keep job knowledge up-to-date through self-directed study and other means of learning

Demonstrates good knowledge of information technology and applies it in work assignments

Promoting Organizational Change and Development**Level 1.1: Presentation of information on best practices in organizational change**

Demonstrates ability to identify problems and proposes solutions

Design and Implementation of Management Systems**Level 1.1: Data gathering and implementation of management systems**

Uses information/databases/other management systems

Client Orientation

Level 1.1: Maintains effective client relationships

Reports to internal and external clients in a timely and appropriate fashion

Organizes and prioritizes work schedule to meet client needs and deadlines

Promoting Accountability and Results-Based Management

Level 1.1: Gathering and disseminating information

Gathers and disseminates information on best practice in accountability and results-based management systems

Core Competencies:

Demonstrating/safeguarding ethics and integrity

Demonstrate corporate knowledge and sound judgment

Self-development, initiative-taking and details-oriented

Acting as a team player and facilitating team work

Facilitating and encouraging open communication in the team, communicating effectively

Managing conflict

Learning and sharing knowledge and encourage the learning of others.

Informed and transparent decision making

Need Driving Licence No

Competencies & Values

- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Professionalism
- Self-Management
- Working in Teams

Conditions of Service and other information

Condition of Service

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

Conditions of Service:

Note on novel coronavirus – COVID-19.

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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 CHNR000184-10101

Application procedure

* Not yet registered in the UNV Talent Pool?

First register your profile at <https://vmam.unv.org/candidate/signup>.

Important: After creating your account, complete all sections of your profile including contact details and two references and submit it. Incomplete profiles shall not be considered. 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?

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.

Post is for National UN Volunteer assignments ONLY.

This is a national UN Volunteer assignment.

Therefore only nationals of above-mentioned Country and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

For further details, please click on the link below.

Application deadline:25-07-2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/Q0hOUjAwMDE4NA==>

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.