

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

## CHNR000189--Project Coordination 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

<b>Country of Assignment</b>	China
<b>Host Institute</b>	United Nations Volunteers
<b>Volunteer Category</b>	National Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Beijing [CHN]
<b>Assignment Place</b>	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 9,490.08 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 will not be 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 Coordination Assistant

## Organizational Context & Project Description

The UN volunteers will be based in the Project Management Office, located in the Beijing Volunteer Service Federation office. Under the primary supervision of the National Programme Manager ( NPM ) and secondary supervision of the Country Coordinator of UNV in China, working closely with UNV China and the PMO staff, the UN Volunteers will undertake the following tasks:

The United Nations Volunteers (UNV) programme contributes to peace and development through volunteerism worldwide. We work with partners to integrate qualified, highly motivated and well supported UN Volunteers into development programming and promote the value and global recognition of volunteerism. UNV is administered by the United Nations Development Programme (UNDP) and reports to the UNDP/UNFPA/UNOPS Executive Board. UNV headquarters are in Bonn, Germany. UNV has around 150 staff members at headquarters and over 9,400 UN Volunteers deployed in the field in 2020.

The UN Volunteers (UNV) programme Field Unit in China, administered by UNDP, oversees all UNV programmes and operations in China to fulfil UNV's strategic priorities in mobilizing UN Volunteers and strengthening partnerships between UNV and external stakeholders in China.

As a crucial implementer of UNV China's expanded scope of work, the national UN Volunteer will assist the Project Management Office (PMO) established in Beijing Volunteer Service Federation and UN Volunteers Field Unit in China to implement the project Promoting Sustainable Urban Development through Volunteer Service for the Beijing Winter Olympics.

Beijing Volunteer Service Federation was established in 1993 under the guidance of Beijing Youth League (BYL) and is registered at the Beijing Bureau of Civil Affairs. In accordance to the Beijing Regulations on Voluntary Service Promotion, BVF is in charge of leading the voluntary service development in the capital. Its mission is to promote the volunteer spirit as well as a favorable volunteering environment and to develop a sound system of social service, thus contributing to the construction of a harmonious society.

BVF implements the project under BYL supervision through the Project Management Office (PMO), with strong technical support from UNV and UNDP. China International Center for Economic and Technical Exchanges (CICETE) holds a role of implementation as national counterpart and monitoring and funds management. The PMO, housed in BVF, is supervised by BVF's Deputy-Secretary General and is composed of project assistants and two national UN volunteers.

## Brief Portfolio Description:

This collaborative project, Promoting Sustainable Urban Development through Volunteer Service for the Beijing Winter Olympics, which was just launched in March, 2021 is jointly organized by China International Center for Economic and Technical Exchanges (CICETE), United Nations Development Programme (UNDP), United Nations Volunteers (UNV) programme, and Beijing Volunteer Service Federation (BVF). It aims to support the establishment of the Winter Olympic volunteer service system, to transform the achievements of Olympic voluntary work, to promote the innovation of urban governance, and to accelerate the sustainable development of Beijing. Also, the project will promote the establishment of the collaboration network of Olympic host cities, gradually form an international volunteer talent pool in the field of sustainable urban development, and showcase Beijing being a new example of promoting sustainable urban development through Olympic volunteering. The project will deliver three specific outputs as follows:

Output 1: Ensuring the sustainability, advocacy and knowledge sharing of the Winter Olympics volunteer service.

Output 2: A collaborative network will be developed for volunteering in Olympic cities and international cooperation will be deepened for sustainable urban development.

Output 3: The capacities for international volunteering will be enhanced and the international volunteering management system will be improved.

**Task description**

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Assisting NPM with results oriented project management and implementation.

- Assist in planning of the project implementation including the development of the annual work plans, terms of references and other project management documents as needed
- Provide hands-on planning and support to the implementation of project activities
- Ensure monitoring of timeliness and quality of project implementation
- Prepare financial reports and disbursement plan within timely framework
- Prepare various reports to summarize the key progress/suggestions for adjustment by referring to outputs and activities
- Draft quarterly and yearly progress reports to be submitted to UNV/UNDP and CICETE offices
- Report to UNV on the project implementation regularly. Support any missions or events upon requests from UNV as project site visits, promotional articles, success stories and good practices, including content sharing and photos, and establish of UN Volunteers Alumni network.
- Other related tasks assigned by NPM

Facilitating Monitoring and communication among key partners and participating volunteering involving organizations.

- Maintain regular project reporting mechanism through daily communication and monthly project meetings arrangement between PMO, CICETE, UNV, and UNDP.
- Develop and implement the M&E framework to ensure regular, mid-year and year end monitoring and evaluation by aligning with project outputs and results and make technical suggestions on adjustment
- Ensure internal communication with other departments located in BVF and within Beijing Youth League for effectively planning and implementing project activities
- Maintain regular communication between CICETE, UNV, UNDP and other key stakeholders on project financial management and respond promptly to requests for budget preparation, budget revision and project financial reporting

Facilitating the management of knowledge products and multilateral knowledge sharing and learning

- Collect, analyse and compile relevant data, information in the areas and contribute to the international and cross-country learning and sharing initiatives
- Coordinate among academia, UNV and local partners in the drafting of the Status of China volunteerism report and compile policy recommendations and conduct research on international partnerships and cooperation
- Facilitate the organization of international conference/forum to support multilateral knowledge exchanges and experience sharing
- Support the translation in both Chinese and English for key events, publication, daily communication with UNV HQ, Regional offices and Field Unit as well as other ad hoc translation work

Develop PMO advocacy strategy to promote the project results and youth engagement for overseas volunteering programme through new social media platform, websites etc

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**

The UNV will contribute towards the following programme outputs:

- Supported the establishment of a network of volunteer involving organizations in Beijing, including capacity building of its members.
  - Developed the package for training of volunteers, partners and volunteer involving organizations.
  - Supported the development of alliances with potential domestic donors and partners to support China's overseas volunteering initiatives.
  - Developed an English newsletter on volunteerism for development in Beijing.
  - Supported the development of a collaborative network for volunteering in Olympic cities.
  - Ensured the project Quarterly and annual progress reporting and monitoring.
  - Timely support provided to research and coordination.
  - Support provided to management of project.
  - Support provided to organization of workshops/conferences.
  - Appropriate data/file management maintained.
  - Supported UN Volunteers and local mobilization and management
  - 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
- 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 or higher degree in communications, social work, international relations, public Administration or any related field;
- Good command of English and Chinese, written and oral;
- Knowledge in managing development projects in financial, technical and administrative aspects is a great asset;
- Demonstrates ability to effectively maintain relationships with different stakeholders including government agencies, academia, international and national volunteer organizations;
- Innovative forward thinking, sound coordination and organizational skills, teamwork.

**Required experience** 24 months

### Experience Remark

- At least 2 years relevant work experience, preferably at the national or international level in the formulation, implementation, and monitoring of development projects;
- Previous experience with the UN system and government agencies, including solid knowledge of UN/UNDP programme and operations policies and procedures an asset. Working experience with government partners, civil society is highly preferred;

### Language

- English (Mandatory) , Level - Fluent
- And One of these - Chinese (Mandatory) , Level - Fluent

### Area of Expertise

- Development programme/project administration Mandatory
- Volunteer programmes and volunteer management Mandatory
- Resource mobilization, partnership and donor coordination Mandatory

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### Area of Expertise Requirement

- Familiar with programme management, previous experiences of international programme management would be highly preferred;
- Strong oral and written communication and presentation skills,
- Strong relationship building skills with internal and external counterparts;
- Strong organizational skills;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change and ability to manage complexities.
- good computer skills.

### Need Driving Licence

No

### Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Working in Teams

## Conditions of Service and other information

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### Condition of Service

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

### Conditions of Service:

Note on novel coronavirus – COVID-19.

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.

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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** CHNR000189-10608

#### Application procedure

**doa.apply\_url** <https://vmam.unv.org/candidate/show-doa/Q0hOUjAwMDE4OQ==>

#### 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.*