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>Ethiopia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>Economic Commission for Africa</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Addis Ababa [ETH]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

**Assignment Place Remark**

**Living Conditions**

Addis Ababa is the capital of the Federal Democratic Republic of Ethiopia. The population is estimated at about 4 million or so. Addis Ababa is located in the Ethiopian highlands at an altitude of 2,500-2,700 meters. The climate is sunny and temperate, but it can be very cold at night, with freezing temperature at times. It is therefore advisable to bring warm clothing and foresee using heaters and/or log fires when necessary. Addis Ababa is the headquarters for the UN Economic Commission for Africa as well as the African Union (ex-OAU). Thus, there is a very large community of expatriates from all over the world. There are some 80 embassies/diplomatic missions. Housing is most of the time readily available and the rents are, on average, reasonable. Most foodstuffs, beverages, household goods, furniture and clothing, mostly imported from the Middle/Far East, South Africa and Europe, or local brands, can be found, although they can be expensive. Meat, fish, fresh fruits and vegetables are cheap and abundantly available.

The basic infrastructures - roads, utilities, and telecommunications - are below standard, as are medical facilities, which are still largely inadequate, although a few private clinics and hospitals provide reasonably good routine care. There are lots of tourist attractions to visit around the country, although the amenities are often poor to average. Several restaurants around the city serve local or international cuisine and there are numerous social and cultural events throughout the year organized by the international and local
Assignment Details

Assignment Title
Research Assistant

Organizational Context & Project Description
Established by the Economic and Social Council (ECOSOC) of the United Nations (UN) in 1958 as one of the UN’s five regional commissions, ECA’s mandate is to promote the economic and social development of its member States, foster regional integration, and promote international cooperation for Africa’s development. Made up of 54 member States and playing a dual role as a regional arm of the UN and as a key component of the African institutional landscape, ECA is well positioned to make unique contributions in addressing the Continent’s development challenges. The strategic objective of ECA is framed around delivering ideas and actions for an empowered, inclusive and transformed Africa in the framework of the 2030 Agenda for Sustainable Development and Agenda 2063 of the African Union through its three core functions, namely, its function as a think tank, its convening function and its operational function. For more information, go to https://www.uneca.org.

This position is located in the Office of the Executive Secretary and the incumbent reports to the senior officers in the Office of the Executive Secretary.

Sustainable Development Goals
8. Decent work and Economy Growth

Task description
Within the delegated authority and under the overall supervision of the Executive Secretary or his/her designated mandated representative(s), the UNV Research Assistant will:

- Assist with compiling information and undertake research on socioeconomic and development policy issues.
- Support data collection activities of the Office of the Executive Secretary and develop process improvement mechanisms for data analytics tasks.
- Undertake desk review of bibliographies as necessary, conduct literature reviews and proofread documents.
- Assist with organizing and convening meetings, including attending to all relevant preparations, preparing background documents and taking notes of meetings.
- Participates in technical meetings, conferences, and seminars. Serves as Secretary to committees, ad hoc task forces, etc.; takes notes, draft summary reports, minutes, notes for the files or assessment reports for presentation and monitors follow-up actions, etc.
- Any other related tasks as may be required or 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 UNECA team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNECA and its beneficiaries in the accomplishment of her/his functions, including:
• Data analyses required for various decision-making processes executed
• Using a range of data tools and products, data to support the generation of strategic insights will be processed and analyzed
• 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
Advanced university degree (Master’s degree or equivalent) in public administration, economics, political science, social sciences or a related field is required. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Required experience
60 months

Experience Remark
• A minimum of five years of progressively responsible professional experience in collecting and researching data across various areas of social and economic development or related areas is required.
• Knowledge and ability to use computer software and applications for data processing, quantitative analysis and presentations is desirable
• Excellent oral and written skills; excellent drafting, formulation, reporting skills;
• Accuracy and professionalism in document production and editing;
• 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;
• Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;

Language
• English (Mandatory), Level - Fluent
• AND - French (Mandatory), Level - Working Knowledge

Area of Expertise
• Knowledge management, archiving and documentation Mandatory
• Other finance, economics and administration related experience Optional
• Public information and reporting Mandatory

Area of Expertise Requirement
• Expertise in collecting and researching data across various areas of social and economic development
• Excellent drafting, editing, formulation and reporting skills

Need Driving Licence
No

Competencies & Values
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 ETHR001237-10175

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’ 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.

Application deadline: 09 August 2021
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.