

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MOZR000754--Spotlight Coordination 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	Mozambique
Host Institute	United Nations Children's Fund
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Maputo [MOZ]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

Mozambique has a total population of about 29 million people and is located on the southeast coast of Africa. To the East, is the Indian Ocean, Tanzania, Malawi and Zambia is to the north, to the west is Zimbabwe and South Africa and to the South, Swaziland and South Africa. The total area of Mozambique is 799 380 Km square from North to South. It is tropical hot and humid. The hottest and wettest months in Maputo are December to February, when the average daily minimum temperatures are around 22°C and the average daily highs of 30°C. The rain season is between October and April. Winters (June to August) are mild with the average daily temperature ranging from 13°C to 24°C. Basic health facilities and food are available everywhere. The security situation is reliable, but some precaution is needed at the same time. Communication and transport services are available at various costs. Regarding accommodation and food, houses and apartments can be rented from US\$ 600 to US\$ 1,000 per month and meals at the restaurant cost between US\$ 10 and US\$ 30. Food, household commodities and clothing can be found in shops and local markets at reasonable prices. An entry visa is required for all travelers and must be obtained from Mozambican Embassy prior to travelling. The metical is the local currency and exchange rate stands at USD 1 equivalent to about 62 meticals (MZM) as per July 2021. Commercial banks are operational in the country and Visa cards are accepted in hotels. Maputo is categorized as a family duty station offering a variety of

different accommodation options. It has a vibrant international community whilst also providing excellent opportunities to work in a national, Mozambican context.

Assignment Details

Assignment Title Spotlight Coordination Officer

Organizational Context & Project Description

This UNV post and assignment is part of UNICEF MCO Country Programme (2016 – 2020) objective to support the Mozambique government and judiciary to guarantee that children outside of biological families receive the appropriate alternative care in kinship families, foster or adopted families.

Sustainable Development Goals 5. Gender Equality

Task description

Under the direct guidance and supervision of the Gender Programme Specialist, UNICEF Mozambique country Office, the UN Volunteer supporting the implementation of the Spotlight Initiative in Mozambique. The UNV contributes to the effective management and monitoring of the Spotlight Initiative in Mozambique by providing substantive inputs to programme monitoring, implementation, and evaluation. S/he works closely and coordinates with other UN partner agencies. S/he guides and facilitates the implementation of the Spotlight programme by monitoring results achieved during implementation and ensuring appropriate application of systems and procedures and develops enhancements if necessary; Key Task include.

Provide substantive technical support to the implementation and management and coordination of the Spotlight Initiative programme for UNICEF:

- Coordinate the overall Spotlight Initiative programme work plan development and implementation within UNICEF sections (Child protection, CAP and Education) inline with the programme document;
- Gather inputs and coordinate the preparation of work-plans, periodic narrative progress reports and expenditures status reports;
- Provide technical assistance to and support staff and implementing partners in implementation of phase II Spotlight initiative
- Ensure programme meets expectations as specified in programme document, and update senior management and Spotlight Technical and Coordination teams as required
- Establish a systems for project planning, implementation and monitoring, in collaboration with relevant UNICEF sections;
- Record and maintain documents on relevant Programme activities, issues, and risks.
- Coordinates programmes/projects implementation establishing collaborative relationships with UN partner agencies, experts, government counterparts and other partners facilitating timely and efficient delivery of inputs.

Coordination with Other RUNOs and Government partners

- Coordinates with other UN partner agencies and Spotlight staff, to ensure coherency and quality of the implementation of the programme.
- Coordinate relationships with national partners to support implementation of the Spotlight Initiative programme, raise potential problems and suggest solutions.
- Coordinate technical workshops and webinars; facilitate workshop sessions;
- Analyze emerging needs and provide suggestions for technical follow up
- Identify capacity building needs and support partners through technical assistance, mentoring, training and capacity development initiatives, as needed.

Coordinate the monitoring and reporting on the Spotlight Initiative programme:

- Gather and compile all information necessary for monitoring and reporting on programmes and projects from the planning to the evaluation stages;
- Monitor the implementation of activities and the expenditure of funds;
- Conducts field visits to monitor field level activities of the programme.
- Draft and provide inputs to annual and quarterly reports; coordinate the submission of financial and narrative reports; to HQ and

RCO in coordination with sections

• **Advocate and facilitate knowledge building and management and communication:**

- Document the programme implementation process and products;
- Contribute to the exchange of information and provide inputs to the development of knowledge and communications products internally and externally of the programme;

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

- Timely submission of UNICEF contribution of Spotlight initiative to the Spotlight coordination team and HQ as required
 - Establish a monitoring framework for Spotlight initiative activities
 - Increased visibility of UNICEF contribution to the Spotlight initiative in Mozambique
 - Multisectoral workshop or brainstorming meeting on VAC/GBV conducted in priority provinces (SLI)
 - Regular attendance and contribution to the Spotlight Technical coordination meeting, the Spotlight Steering committee meetings and other relevant GBV coordination/ programming efforts at national and provincial level.
- 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

A university degree in one of the following fields is required: Gender and Development, Social science, social work, psychology, sociology, international relations or another relevant technical field. A masters degree will be an added advantage

Required experience 36 months

Experience Remark

A minimum of three to five years of professional experience in gender equality and Gender based violence programming; provision of technical assistance for service delivery, to government and/or civil society organizations in developing countries; sound knowledge of Adolescent and Sexual Reproductive Health, (ASRH), Violence against Children (VAC), Gender based Violence (GBV) including child marriage and other harmful practices.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Gender equality and the advancement of women Mandatory

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

Area of Expertise Requirement**Need Driving Licence** No**Competencies & Values**

- Accountability
- Building Trust
- 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

Condition of Service[Click here to view Conditions of Service](#)**Conditions of Service for International Specialist:**

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 across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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.

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\$ 1,682. 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 UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

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.

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 including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- 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;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- 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 MOZR000754-10185

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: 10 August 2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/TU9aUjAwMDc1NA==>

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.