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>Botswana</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</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>until 30-11-2020</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>02-12-2019</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Gaborone [BWA]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

Living Conditions

The Republic of Botswana is an upper middle-income country located in southern Africa. English is the official language of Botswana and widely spoken, although Setswana (also called 'Tswana') is spoken by most people and there are other languages spoken throughout the country. Botswana is a constitutional democracy and general elections, conducted in October 2019, were peaceful. Further information about Botswana can be found here [https://reliefweb.int/country/bwa](https://reliefweb.int/country/bwa).

Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Project Assistant</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Project Assistant</td>
</tr>
</tbody>
</table>
Organizational Context & Project Description

UNDP operates in more than 170 countries and territories around the world. UNDP offers global perspective and local insight to help empower lives and build resilient nations that can withstand crisis, and that drive and sustain growth that improves the quality of life for everyone.

In Botswana, the role of UNDP is shaped by the status of the country as an upper middle-income country. UNDP has been collaborating with the Government, civil society and the private sector to develop solutions to meet global and national development challenges. UNDP’s approach has been to develop and sustain strategic partnerships that find innovative solutions to address gaps on both the demand and supply side of development processes.

Botswana has reached a relatively high level of infrastructure development, is well-resourced and able to fund most of its developmental needs. However, Botswana requires best practices, high-quality policy advice on how best to respond to challenges associated with its middle-income status, including widening inequalities and disparities, persistent poverty among population groups, and climate change and natural disaster risks.

In support of its development mandate, UNDP Botswana has partnered with government of Botswana and private sector to implement the Supplier Development Programme (SDP). The project aims to create demand-based, market-driven opportunities for SMEs to increase their competitiveness through the innovative Suppliers Development Methodology while connecting essential small-scale producers/suppliers to larger markets locally as well as abroad. Additionally, it will strengthen the entrepreneurial ecosystem in country to encourage innovation and create employment.

As a tool, the SDP has a targeted approach to engage large scale companies purchasing (or willing to purchase) goods and services from SMEs. The SDP focuses on integrating suppliers into a strategic relationship that allows them to improve their productivity, competitiveness, and quality of products. The SMEs will go through a rigorous six stage improvement process over a period of 12 months with close involvement of the lead/anchor company. The improvements brought about in these SMEs will enable them to produce/manufacture more goods in better quality, less time and low costs; enhance their capacity to explore and enter new markets including export markets. This important linkage between large sourcing companies and their small suppliers’ remains central to the assistance, helping the SME’s to expand and generate employment opportunities. The project will focus on five (5) priority sectors of Mining, Agro Processing, Leather, Projects (infrastructure), and Textile to develop the associated value chains. This project is a component of the larger programme called “Support to Economic Diversification and Inclusive Growth Project” signed with the Ministry of Investment and Trade (MITI.)

Sustainable Development Goals

8. Decent work and Economy Growth

Task description

Under the guidance and supervision of the Supplier Development Programme (SDP) Project Manager at United Nations Development Programme (UNDP), and the Project Manager at Botswana Chamber of Mines (BCM), provides support to project operations performing a variety of standard project administrative, coordination processes ensuring high quality and accuracy of work. The Project Assistant works in close collaboration with the Operations and Programme staff at the Botswana Chamber of Mines to ensure consistent service delivery.

1. Project Data Collation and Reporting (mining value chain):

Upload and Collate procurement information, per value chain for programme data storage and later use in analysis and reporting, whenever required

SDP participants’ data track, monitoring and management i.e. revenue, employment growth, import substitution, procurement levels etc.

2. BCM / UNDP SDP / mining stakeholders relationships management

3. Maintenance of the Botswana Chamber of Mines’ database management system:

Collecting, inputting and maintaining up-to-date stakeholder information in the CBM database; including, contact persons subscription payments etc.

Maintaining information about key BCM events, including, AGMs, workshops, conferences. That is,
Collecting, inputting and maintaining data on BCM key projects/programmes, such as citizen Chamber of Mines Business Development Forum (COMBDF)

4. Support and participate in the BCM Business Development Programs/ initiatives and activities

5. Any other function assigned by the SDP project manager and the BCM Project Manager

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

Key contribution towards the smooth operations of the programme re;

- accurate date, information and records
- timely financial and management reports
- optimal reporting from the BCM database management system
- effective and sold relationships with stakeholders
- positive and impactful branding of the project

- 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

Commercial degree or Equivalent e.g Business Administration, Commerce etc. Additional post-graduation
Required experience 36 months

Experience Remark

Business development, procurement, administrative / operations or related field is required. A minimum of 3 years of relevant experience at the national or international level is required.

Language
- English (Mandatory), Level - Fluent
- AND - Setswana (Mandatory), Level - Fluent

Area of Expertise
- Development programme/project administration Optional
- General business management Optional

Area of Expertise Requirement

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- Working in Teams

Conditions of Service and other information
Conditions of Service:

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

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.

Application Code  BWAR000007-5778

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.

Application deadline: 26 November 2019

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

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.