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>China</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Volunteers</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
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<tr>
<td>Duration</td>
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</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Beijing [CHN]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

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.

Assignment Details

Assignment Title: Project Coordination Assistant

We are inspiration in action
Organizational Context & Project Description

The UN Volunteers China Field Unit, which is administered by the UN Development Programme, oversees all UNV programmes and operations in China to fulfill UNV’s strategic priorities in mobilizing UN Volunteers, integrating volunteerism into UN and national government development initiatives, and advocating for voluntary civic engagement. Consistent with UNV’s global strategic objectives, the UNV China Field Unit focuses on the following: (1) Delivering basic services; (2) Facilitating environmental resilience, community-based disaster risk reduction and climate-change adaptation; (3) Promoting youth development and (4) Strengthening national volunteering systems.

As a crucial implementer of UNV China’s expanded scope of work, the national UN Volunteer will assist the UN Volunteers Field Unit in China to implement the project Strengthening China’s Involvement in the Development of International Volunteer Service through South-South Cooperation and the Belt and Road Initiative.

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 and financial 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 one national UN volunteer.

Brief Portfolio Description:

This collaboration project, Strengthening China’s Involvement in the Development of International Volunteer Service through South-South Cooperation and the Belt and Road Initiative, that was just launched in September, 2016 is in close partnerships with UNV HQ, Regional and China office, UNDP China office, CICETE and BVF with the aims of enabling UNV and UNDP to take their existing strong partnership with BVF – built up since 2007 through two previous project cycles in an innovative direction. With the Phase I project contributing significantly to raising public awareness of volunteering and Phase II building the domestic capacity of Chinese VIOs, this proposed Phase III project will take the next step of developing the capacity of BVF and other Chinese VIOs to implement overseas projects and strengthen engagement with the international development ecosystem. The project sets up four key outputs as follows in order to enhance Chinese volunteering infrastructure through sharing inter-national experiences, developing local capacity and promoting the ideals of volunteerism and international cooperation following the principle of south south cooperation and sustainable development.

Output 1. International multilateral cooperation will be strengthened to facilitate a longer-term Middle Income Countries (MICs) engagement around volunteering, youth, and sustainable development and position volunteering as a key development modality in the Belt and Road Initiative (BRI).

Output 2. Concrete opportunities will be created for Beijing youth to volunteer internationally as a model of South-South ‘people-to-people’ cooperation and a template for future deployments from other Chinese and MIC volunteering organizations.

Output 3. The capacity of BVF and partner organizations will be strengthened through sharing international knowledge and experience and supporting skills formation.

Output 4. Cross-country knowledge-sharing and knowledge creation will be catalyzed with strong support for joint research along the BRI region.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

The UN volunteer 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 working closely with UNV China office and the PMO staff, the UN Volunteers will undertake the following tasks:
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 and CICETE offices
- 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 and UNV
- 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 and other key stakeholders on project financial management and respond promptly to requests for budget preparation, budget revision and project financial reporting
- Facilitate the organization of international conference/forum to support multilateral knowledge ex-changes and experience sharing
- Support the translation in both Chinese and English for key events, publication, daily communication with UNV HQ and Regional offices as well as other ad hoc translation work
- Develop PMO advocacy strategy to promote the project results and youth engagement for over-seas volunteering programme through new social media platform, websites, etc.

Furthermore, UN Volunteers are encouraged 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 IVD);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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.

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 NUNV 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 establishment of a network to facilitate cooperation among volunteer involving
organizations in MICs and BRI countries and 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;

- Working experience with government partners, civil society is highly preferred;

- Knowledge in managing development projects in financial, technical and administrative aspects is a great asset;

- Demonstrates ability to effective maintain relationships with different stakeholders including government agencies, academia, international and national volunteer organizations;

- Innovative forward thinking, sound coordination and organizational skills, teamwork;

- Minimum age 22 years.

Required experience: 24 months

Experience Remark:

- At least 2 year 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.

Language Skills:

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

Area of Expertise:

- Development programme/project administration Mandatory
- Volunteer programmes and volunteer management Mandatory
- Community participation and development Mandatory

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

Conditions of Service and other information

Condition of Service  Click here to view Conditions of Service

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 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.

Application Code  CHNR000094-3594

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 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?

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.

This is a national UN Volunteer assignment, therefore only nationals of China and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.
Application deadline: 04 February 2019

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.