UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CHN000012—Project 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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>China</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
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<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
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<tr>
<td>Expected Starting Date</td>
<td>29-04-2019</td>
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<tr>
<td>Duty Station</td>
<td>Beijing [CHN], Changchun</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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The United Nations Development Programme (UNDP) promotes sustainable human development to help build resilient nations and to empower people to build better lives. As the UN’s development network, UNDP has drawn on world-wide experience for over three decades to assist China both in developing solutions to its own ongoing development challenges, and in its south-south cooperation and engagement in global development. Domestically, our work focuses on Poverty Reduction, Good Governance, Energy & Environment, and Disaster Management. In terms of global and south-south work, our focus is on trilateral cooperation in third countries, experience sharing on foreign aid systems, global and regional issues, private sector engagement, and sharing development experiences and lessons through south-south dialogue.

In September 2015, the member states of the United Nations adopted a new development agenda for the next 15 years that included 17 Sustainable Development Goals (SDGs). These new goals are a plan of action for our planet and call for new and innovative methods to address some of the world’s most pressing challenges by 2030.

To cope with the deeply ageing trend in China, UNDP China has been working in partnership with China International Center for Economic and Technical Exchanges (CICETE) on initiating an innovative project, namely the United Nations Sustainable Development and Eco-friendly Health and Well-being Town Demonstration Project (hereinafter referred to as the Lotus Mountain Project).

The project envisions to develop a model that addresses the challenges brought by an increasingly aging population, cross-cutting many other social and environmental interventions to nurture sustainable development, through an eco-friendly health and well-being town and to establish China’s first community of this kind. It seeks not only to integrate technological innovations (such as renewable energies or energy-efficient infrastructure) but also psycho-social innovations (such as inter-generation care and education). It promotes the notion that the elderly are active participants in their own lives as well as continued contributors to the social and economic well-being of their societies.

The pilot project, as a technological demonstration, targets service models in the neighbouring areas of China’s big cities, and will develop a replicable model for intensive smart communities, formulate the standards of a sustainable communities in line with the SDGs, and realize the sustainable development of both urban and rural communities. To achieve the above outcomes, the following measures will be taken:

**Output 1: Developed research reports and planning documents of the Lotus Mountain Eco-friendly health and Well-being Town** Establish the technological demonstration of green architecture and green energy use and formulate the relevant standards;  

1. To conduct ecological development planning to guide and assess the planning, ensuring it conforms with the sustainable development concepts of the UN  
2. To make the spatial planning for the 2-km2 eco-friendly health and well-being town  
3. To conduct research on green architecture planning of the restoration and rebuilding of the two village communities within the project site  
4. To integrate technological and psycho-social innovation into the development plan for the well-being of the residents, using a participatory approach

**Output 2: Drafted and implemented sustainable development planning of service sector in the site and local policies to promote the development of the eco-friendly health and well-being service sector**  

1. To invite industrial development experts and local residents to determine the industrial composition of the Town, ensuring a participatory and inclusive approach during the project implementation process.  
2. To establish and demonstrate a sustainable industrial development model in the 2-km2 project site concerning the output of Activity 2.1 in close consultation with the local and municipal government meanwhile ensuring indigenous participation.  
3. To formulate policies that support sustainable tourism development to create job opportunities and improve the products and branding of the local culture

**Output 3: Green architecture standards and community conventions for the eco-friendly health and well-being centre**  

1. To carry out overseas visits to learn foreign experience, design, and architecture technologies of eco-friendly health and well-being communities

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
3.2 To develop and pilot the community’s technological plans of sustainable resource use including smart energy, sewage recycling and exploring to develop practical clean energy technologies that can be used widely (e.g. the application of hydrogen fuel cell technology in buses and ambulances)

3.3 To formulate the construction standards of the project operation center based on the reality and demonstrating sustainable operation

3.4 To develop the purchasing list and utilization plans of key healthcare and medical devices for the project and to pilot the implementation

Output 4: Developed planning and management standards for the sustainable eco-friendly health and well-being community

4.1 To draft and implement the operation plans of the Lotus Mountain Eco-Friendly health and Well-being Town and piloting the operation model to explore new ideas and new methods

4.2 To develop an eco-friendly health and well-being training and certification mechanism in close liaison with relevant service companies and institutions across China

4.3 To enhance the capacity for senior management, operation and management staff, service staff, and locals

Output 5: Cross-regional communication platform for eco-friendly health and well-being and a government-business-education cooperation model

5.1 To facilitate a communication platform for eco-friendly health and well-being across Northeast Asia, within the framework of the China-Northeast Asia Expo

5.2 To cooperate with domestic and foreign educational institutions including Norman Bethune University of Medical Science to pilot an online college of eco-friendly health and well-being

5.3 To promote eco-friendly health and well-being, to facilitate information exchanges and to push for replications of the eco-friendly health and well-being town model

Living Conditions
The duty station of the national UNV is at the PCMO or the PIO in Lotus Mountain Area of Changchun City, with travels within the framework of the Project.

Assignment Details

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<tr>
<th>Assignment Title</th>
<th>Project Assistant</th>
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The United Nations Development Programme (UNDP) is the United Nations’ global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. It is on the ground in over 170 countries, working on solutions to global and national development challenges. UNDP China assists China in developing its own solutions to the country’s development challenges and works to achieve the Sustainable Development Goals and an equitable, inclusive society by reducing poverty, strengthening the rule of law and democratic governance, and by promoting environmental sustainability and South-South cooperation.

Environment and Energy Team under Sustainable Development Cluster of UNDP China works with key stakeholders in China, including the government and the public, to address environmental concerns in the country. Directly under the Ministry of Commerce, CICETE is an administratively autonomous agency, which was founded on March 12, 1983 with the approval of the State Council. Since its establishment, CICETE has been at the forefront of China’s international cooperation, facilitating business and technical exchanges between China and the rest of the world and making great contributions to China’s economic and social development.

Knowledge Management:
- Drafting and maintaining technical documentation, including milestone reports, technical reports, policy reports, and final deliverable Outcome Report.
- Maintaining electronic document management systems and hardcopy documents to ensure that electronic document pipelines meet the required standards.
- Promotion and advocacy of the outcomes of this project, through but not limited to developing success stories and news releases, ongoing data collection and information management, and work in support of UNDP China.

Project Management:
- Assist in developing detailed annual work plans for project implementation, making them conform to the project’s expected results and outputs.
- Draft and maintain technical documentation, including milestone reports, technical reports, policy reports, and final deliverable Outcome Report.
- Assist in the procurement and maintenance of project equipment.
- Participate in project management, subcontract service providers and expert consultants, and be responsible for performance management of staffs, to ensure the project's quality control.
- Assist in project monitoring and evaluation, internal and external assessments, sharing experiences and lessons learned from project implementation among partners.

Social and Environment Safeguards:
- Assist in providing technical expertise on key issues related to environmental and social impact assessment and on sustainability risks in the implementation of the project taking into consideration
Required Degree Level
Bachelor degree or equivalent

Experience Remark
- A can-do attitude and the commitment to deliver results.
- Demonstrable ability to maintain effective communications with different stakeholders, and arrange stakeholder meetings and/or workshops;
- Demonstrable ability to track financial expenditure;
- Project financial, technical and/or administrative management experience as well as basic knowledge on hydrogen and/or Fuel Cell technologies are assets;
- Strong influence and interpersonal skills;
- Excellent command of English and Chinese, and the ability to communicate, write and present effectively and clearly;
- Solid organisation skills and demonstrated knowledge in the project management cycle, preferably in a non-governmental or inter-governmental setting;
- Analytical skills for research in social sciences, marketing, environment, public policy;
- Experience with project implementation/management;
- Substantive knowledge of global development issues;
- Ability to work at a fast pace and to manage competing priorities;
- Proven ability to work in a multi-cultural environment.

Corporate Competencies:
- Demonstrates commitment to UNDP’s mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
Language Skills
- Chinese (Mandatory), Level - Fluent
- And One of these - English (Mandatory), Level - Fluent

Area of Expertise
- Community participation and development Mandatory

Area of Expertise Requirement
- Excellent computer skills, in particular mastery of all applications of the MS Office package;
- Excellent written communication skills;
- Good interpersonal skills and team spirit.

Need Driving Licence
No

Competencies & Values
- Communication
- Knowledge Sharing
- Leadership
- Planning and Organizing

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 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**  
CHNR000112-4415

**Application procedure**

**Not yet registered in the UNV Talent Pool?**

First register your profile at [https://vmam.unv.org/candidate/signup](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](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](https://vmam.unv.org/candidate/profile).

Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](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:** 30 April 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.