UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CHNR0000130—Programme 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>13-04-2020</td>
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<tr>
<td>Duty Station</td>
<td>Beijing [CHN], Taipei [CHN], Jinan [CHN], Kunming [CHN], Hefei [CHN], Chongzuo [CHN], Nanning [CHN], Wuhai City</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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The National UNV receives a standard volunteer living allowance (VLA), which is intended to cover their accommodation and basic living expenses. In China, the VLA is 8,167.00 RMB per month. The National UNV is entitled to an excellent health, life and disability insurance package. A modest Settling-in Grant and end of assignment allowances will also be provided along with travel to and from the duty station. National UNVs are entitled to 2.5 days personal leave per month and government official holidays.

Living Conditions

The duty station of the national UNV is at the PCMO or the PIO in Wuhai of Inner Mongolia. While life in the city is adequately convenient, the office of the incumbent is located in mining districts of Wuhai,
where the air quality is sometimes affected.

Wuhai is in the west of Inner Mongolia, along the upper reach of the Yellow River, neighboring Ningxia Hui Autonomous Region.

Population: 465,000

Area: 1,754 sq kms

Administrative Division: 3 districts - Haibowan, Hainan & Wuda

As an industrial city, Wuhai has various natural resources, among which the coal mine is the richest. Wuhai is also one of the most important grape bases in China. It is famous for Yellow River and desert scenery. It also boasts of its calligraphic works, many of which have been released in national newspapers and television stations. In addition, 24 ethnic minority groups add to the charm of Wuhai. Folk culture such as Gao Qiao (walking on stilts), camel racing and playing on the Matou Qin (a musical instrument) are also highlights of the local culture.

**Assignment Details**

**Organizational Context & Project Description**

**Background and Brief Project Description:**

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 focuses are 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 promote sustainable development in China in the mining sector, UNDP China has been working in partnership with China International Center for Economic and Technical Exchanges (CICETE) on initiating
an innovative project, Environmental Governance and Sustainable Development of Wuhai, Inner Mongolia Autonomous Region (or the Wuhai Project). The objective of the project, to help facilitate the realization of a green economy, is to be achieved by strengthening the environmental and development policy process, pilots in-mine management and slag mountain management, pilots in new energy sources, promoting biodiversity conservation and ecotourism, increasing livelihood opportunities with a focus on women, and increasing indigenous people knowledge of environmental issues, and providing solid project management and technical support.

The Wuhai Project is being implemented from September 2018 to August 2022. To explore options for transitioning to a green economy that is inter alia, low-carbon, resource-efficient and socially inclusive, the project has been providing summaries of best practices to inform policymaking; carrying out research and advocacy activities for piloting green mining; organizing workshops and trainings on low carbon initiatives; advising on carbon financing; demonstrating hydrogen & circular economy; developing fuel cells in transportation; promoting eco-tourism activities. Through the promotion of ecosystem remediation and wetland conservation in the mining area, demonstration of new livelihood opportunities and the implementation of environmental education, the project also aims to establish and strengthen sustainable development frameworks in Wuhai.

Host Agency/Host Institute: UNDP (the UNV will be based at and report to the Project Implementation Office housed at the Guangna Group)

Organizational Context:

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 Xiao Kang society on issues related to 1) People, Peace and Prosperity, 2) Planet, and 3) Global Partnerships.

UNDP works with key stakeholders in China, including the government and the public, to address environmental concerns in the country in line with both the recently adopted Sustainable Development Goals and the 13th Five-Year Plan. The Country Office has run several main portfolios including ecosystems & natural resources; climate change; chemical management; livelihoods and resilience; and a small grants programme.

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 witnessed an extraordinary history of nearly three decades, during which it deems its responsibility to promote economic and technical exchanges between China and the rest of the world and make great contributions to China's economic and social development.

CICETE's main function, delegated by the Ministry, is to coordinate the cooperation between China and
UNDP, UNIDO and UNV including executing their assisted programs to China, and to implement projects of general goods supply under the China-Aid programme to other developing countries. Meanwhile, we organize conferences, exhibitions and overseas trainings, invite international short-term and long-term consultants, and provide project management service for international organizations, government agencies and enterprises. In addition, we have also been cooperating actively with international Non-Governmental Organizations (NGOs) and enterprises through our subsidiary bodies-China Association for NGO Cooperation, China Association for Promoting UN Procurement, China Association for Trade in Service, and China-Han Technical Development Co. Ltd.

In all fields of business, CICETE seeks to further its partnerships with local governments, NGOs, universities, private sector entities and citizens interested in international cooperation, and we will work diligently to serve as a bridge between China and the rest of the world.

The Inner Mongolia Guangna Coal Industry (Group) Co., Ltd is a mining enterprise with the main business in coal power deep processing and low-carbon recycling of limestone resources, as well as other emerging projects such as cultural tourism and real estate. With a vision of green development, the Group has implemented dust-free operations and green slag mountain management in open-pit mining. To achieve ultra-low carbon emissions, the Group has collaborated closely with research institutions to promote the development of high-tech circular industries. Guangna Group provides financial support for the project and office space, staff and necessary equipment for needed for Project Implementation Office.

**Sustainable Development Goals**

7. Affordable and Clean Energy

**Task description**

Under the overall leadership of the Programme Manager of UNDP China, Division Chief of CICETE, the National Project Director of Project Coordination and Management Office (PCMO), the UNV China Office, and under the direct supervision of the Project Manager of the Project Implementation Office (PIO) housed at the Guangna Group for the UNDP Wuhai Project, the National UNV, as Programme Assistant, will undertake the following tasks as well as other tasks as requested by the PIO, CICETE or UNDP to support the project's implementation and management:

- Drafting documents in English and/or Chinese as required by UNDP programme management cycles and/or by the programme team, including but not limited to quarterly and annual reports, work plans, budget and financial reports, communications products such as news articles, press releases etc.
- Coordination for the implementation of project activities and with project partners;
- Develop and update the project activity inventory to keep track records of activity progress and project impact;
- Providing solid support to the procurement of goods and services as designed in the Project Document, and assisting timely and effective quality control on the deliverables;
- Provide administrative, interpretation and translation support to the project implementation;
- Assisting the timely communication with all stakeholders to ensure aligned understandings of policies, project guidelines, progress etc.
• Keeping financial records to support the management of project budget;
• Coordination with all project implementation stakeholders to ensure the in-time submission of necessary financial reports and consolidate data as needed;
• Cross-checking and archive project documentations and advise the programme team on issues that potentially requires attention;
• Drafting knowledge sharing products and lessons learned for the project, with regards to not only the technical knowledge but also best practices for programme cycle management, stakeholder engagement etc.
• Supporting project monitoring and evaluation, including internal and external assessments and/or evaluations;
• Liaising with the programme team and UNDP M&E team to support enforcement of all mitigation measures against all identified possible risks;
• And other tasks as assigned by the programme team (the PIO, PCMO, CICETE and UNDP).

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 support provided to tasks related to the Wuhai Project;
• Facilitation to the implementation and management of project activities;
• Appropriate data/files/reports developed and maintained;
• Ad-hoc duties fulfilled as required.

• 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

26 Mar 2020
At least a bachelor’s degree in mining management, environmental policy or sciences, international development, international relations, public policy or administration, project management or a related field.

**Required experience**

**24 months**

**Experience Remark**

- Minimum 2 years of relevant work experience, including full-time internships and volunteering; previous experience and exposure to development project cycles, preferably in a non-governmental or inter-governmental setting;
- Experience in providing administrative, interpretation and translation support to the projects;
- Experience in project finance, especially tracking financial expenditures;
- Proven ability to maintain tactful and effective communications with different stakeholders with tailored language, and arrange stakeholder meetings and/or workshops;
- Experience in environmental protection-related research, environmental education, public awareness of environmental protection, and environmental restoration projects are strong assets;
- Substantive knowledge of environment and energy, particularly the mining sector and its impact on the environment and ecology, as well as the challenges and solutions to green transitioning of resource-dependent economies are strong assets.

**Language**

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

**Area of Expertise**

- Development programme management Mandatory
- Administration and administrative assistance Mandatory
- Sustainable natural resources management and climate change adaptation Optional

**Area of Expertise Requirement**

**Position Competencies:**

- The ability to communicate, present, translate and interpret accurately and effectively, both verbally and written, in English and Chinese;
- Excellent computer skills, in particular, mastery of all applications of the MS Office package;
- Excellent organisation skills and the ability to deliver results at pace;
- Ability to work at a fast pace and to manage competing priorities;
- Outstanding problem solving skills even when little support/guidance is available;
- Good interpersonal skills and team spirit;
- Demonstrating a strong interest and capacity to learn on the job;
- Resilient and adaptable to various environments of different background and cultures;
- The preparedness to work in the mining districts in Wuhai, where the air quality is sometimes affected by the local mining industries.

**Corporate Competencies:**

- Demonstrates commitment to UNDP’s mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Planning and Organizing
- Professionalism
- Working in Teams

**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 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 CHNR000130-6677

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](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.

Watch this video for the specific steps you must follow to register on the UN Volunteers' Global Talent Pool [https://www.youtube.com/watch?v=VT5uJ_FolWU](https://www.youtube.com/watch?v=VT5uJ_FolWU)

This is a national UN Volunteer assignment, therefore only nationals of China and legal residents in the country with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 08 April 2020

doa.apply_url

[https://vmam.unv.org//candidate/show-doa/Q0hOUjAwMDEzMA==](https://vmam.unv.org//candidate/show-doa/Q0hOUjAwMDEzMA==)

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.