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 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>12 months</td>
</tr>
<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Beijing [CHN], Changchun with travels to Beijing</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
<tr>
<td>Assignment Place Remark</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Living Conditions

The duty station of the national UNV is at the Project Implementation and Management Office, housed at the Zhongfu Group. 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.
Assignment Details

Assignment Title: Project Assistant

Organizational Context & Project Description:

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 177 countries, working on solutions to global and national development challenges. UNDP China assists China in developing its solutions to the country’s development challenges and works to achieve the Millennium Development Goals and an equitable Xiao Kang society by reducing poverty, strengthening the rule of law and democratic governance, and by promoting environmental sustainability and South-South Cooperation.

UNDP’s Sustainable Development Cluster works with key stakeholders in China, including the government and the public, to address social, environmental and economic concerns in the country in line with both the recently adopted SDGs and the 13th Five-Year Plan. Under the Livelihood and Resilience focus area, several programmes are currently being implemented, including elderly care, hydrogen and fuel cell, sustainable mining, water governance, poverty reduction and resilience building etc.

Directly under the Ministry of Commerce, CICETE is an administratively autonomous agency, which was founded on 12 March 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, it organizes conferences, exhibitions, training, invite international short-term and long-term consultants, and provide project management service for international organizations, government agencies and enterprises.

In addition, CICETE has also been cooperating actively with international non-governmental organizations (NGOs) and enterprises through our subsidiary bodies, namely China Association for NGO Cooperation, China Association for Promoting UN Procurement, China Association for Trade in Service, and China-Han Technical Development Co. Ltd.

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 ongoing development challenges and in its south-south cooperation and engagement in global development. Domestically, our work focuses on all aspects of Sustainable Development including poverty reduction, Sustainable Development Goals (SDGs) financing, SDG localisation, livelihood and resilience, biodiversity and ecosystems, climate change, Montreal Protocol, chemicals etc. 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 (UN) adopted a new development agenda for the next 15 years that included 17 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.

UNDP China has been working in partnership with China International Center for Economic and Technical Exchanges (CICETE) on 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 at the Project Implementation Office dually located in the Lotus Mountain Eco-tourism Resort Area in the outer skirts of Changchun, Jilin Province).

The project envisions to develop a model that address the challenges and opportunities brought by an increasingly aging population, with interventions cross-cutting many other social and environmental aspects to nurture concerted social, environmental and economic development. It seeks not only to integrate technological innovations (such as renewable energies, energy-efficient infrastructure etc.) but also psycho-social innovations (such as nurturing a enabling community culture for the elderly, inter-generation care and education etc.). It promotes the notion that the elderly are active in their own lives and continuous...
contributors to the well-being of their communities and societies.

The project expects to demonstrate a replicable model for the neighbouring areas of China’s big cities, by piloting smart communities, formulating technical standards and specifications in line with the SDGs, and provide a platform for knowledge and experience sharing within the Northeast Asia region.

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;

1.1 To conduct ecological development planning to guide and assess the planning, ensuring it conforms with the sustainable development concepts of the UN

1.2 To make the spatial planning for the 2-km2 eco-friendly health and well-being town

1.3 To conduct research on green architecture planning of the restoration and rebuilding of the two village communities within the project site

1.4 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

2.1 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.

2.2 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 while ensuring indigenous participation.

2.3 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

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

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
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

Sustainable Development Goals

11. Sustainable Cities and Communities

Task description

Under the overall supervision of the National Project Director of Project Coordination and Management Office (PCMO) housed by the Management Committee of the Lotus Mountain Eco-tourism Resort Area and under the direct leadership of the Project Manager of the Project Implementation Office (PIO), the National UNV will undertake the following tasks:

- Supporting the preparation of detailed annual work plans for project implementation.
- Supporting the recruitment of project consultants, procurement of goods and services as designed in the Project Document, and assisting timely and effective quality control of the delivery of procured goods and services.
- Preparing and maintaining documents as required by supervisor and UNDP programme management cycles, including quarterly and annual progress reports etc.
- Cross-checking documents and validating data and advise supervisor on the conformity to the project's expected results and outputs.
- Maintaining and monitoring financial records to support the management of project budget; coordinating with all project implementation stakeholders to ensure the on-time and to-standard submission of the financial reports.
- Maintain communication on financial matters between UNDP, CICETE, the PCMO and the PIO and the key stakeholders and respond promptly to requests for financial information.
- Developing communications and advocacy products such as news articles, social media posts, planning and working with vendors for the production of promo videos etc.
- Drafting knowledge sharing products and lessons learned from project implementation under supervisor’s guidance.
- Assisting the information sharing with all stakeholders in an open and transparent approach to ensure their understandings of relevant policies and guidelines.
- Supporting the coordination with project partners in the technical direction of the project.
- Supporting project monitoring and evaluation, including internal and external assessments; liaising with the UNDP M&E team and project officer to ensure enforcement of all mitigation measures against all identified possible risks.

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

1. Timely support provided to tasks related to the Lotus Mountain Project
2. Facilitation to the smooth implementation and management of project activities;
3. Appropriate data/file archives maintained;
4. 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)
Qualifications/Requirements

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
</tr>
</thead>
</table>

**Education - Additional Comments**

At least a bachelor’s degree in project management, social sciences, urban planning, international development, international relations, public policy or administration 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.

**Language**

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

**Area of Expertise**

- Development programme/project administration Mandatory
- Translation and interpretation Mandatory
- Other civil society or community development experience Optional

**Area of Expertise Requirement**

- Experience in providing administrative, interpretation and translation support to 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 social protection, gender, community development, urban planning, and green architecture projects a strong asset.

**Need Driving Licence**

No

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Knowledge Sharing
- Managing Performance
- Planning and Organizing
Conditions of Service and other information

Conditions of Service:


The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.

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  
CHNR000137-7613

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.

This is an announcement for a national UNV assignment. Therefore, only citizens of China and legal residents of China with refugee or stateless status can apply for this advertisement.

Application deadline: 03-09-2020

doa.apply_url  
https://vmam.unv.org//candidate/show-doa/Q0hOUjAwMDEzNw==

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.