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>
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<tr>
<td>Possibility of Extension</td>
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</tr>
<tr>
<td>Expected Starting Date</td>
<td>01-09-2020</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Beijing [CHN]</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 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 the 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 aeroplane is popular.

The National UN Volunteer 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 RMB per month. The National UN Volunteer is entitled to an excellent health, life, and disability insurance package. A modest Settling-in Grant and end of assignment allowance will also be provided, along with
travel to and from the duty station. The National UN Volunteer is entitled to 2.5 days of personal leave per month and government official holidays.

Assignment Details

Assignment Title

Project Coordination Assistant

Organizational Context & Project Description

United Nations Development Programme Representative Office in China (UNDP China)

The United Nations Development Programme will conduct comprehensive monitoring of the project to ensure the quality of the overall project, and provide international resources and technical support for the project to explore the goals of "one belt and one road" for sustainable cooperative development.

United Nations Volunteers (UNV)

UNV is committed to promoting world peace and development through volunteerism. UNV cooperates with partners to send high-quality, enterprising volunteers with all-round commitments to participate in peace, development, humanitarian and other fields and advocate the value of volunteerism and enhance the global recognition of volunteerism. UNV is the largest organization within the United Nations system that delivers volunteers directly to the areas of peace and development. It reports to the United Nations Development Programme, the United Nations Population Fund and the Executive Boards of the United Nations Office for Project Services. It’s one of the project cooperation agencies.

China Soong Ching Ling Foundation (SCLF)

The China Soong Ching Ling Foundation (SCLF) serves both as a people's organization and a philanthropic organization, which was established in commemoration of Soong Ching Ling, former President of China, to carry forward her unfinished work. The SCLF has played a positive influence both in China and abroad and enjoys special consultative status with the United Nations Economic and Social Council (ECOSOC). It’s one of the project cooperation agencies.

China Soong Ching Ling Science & Culture Centre for Young People (CSCLSCC)

The China Soong Ching Ling Science & Culture Centre for Young People (CSCLSCC) is an institution under the China Soong Ching Ling Foundation (SCLF). The center has five departments: The Experience Center, Art Center, Early Childhood Education Center, Performing Arts Center, and Exchange Center. Its functions include promoting scientific and technological innovation among young people, carrying forward Chinese culture, and building a platform for international youth exchanges on science and technology. It is the project implementation unit.

China International Center for Economic and Technical Exchange (CICETE)

CICETE is designated by the Ministry of Commerce as the focal point for the cooperation projects of the UNDP in China. It’s responsible for the implementation and management of the project, and jointly monitors the project with the UNDP representative office in China to ensure the overall project quality, and provide the necessary support for the pilot project to explore the goals of "one belt and one road" for sustainable development cooperation.

The Project Management Office (PMO)

The Project Management Office will be set up in China Soong Ching Ling Science & Culture Centre for Young People. The office works under the leadership of the National Project Director. The director will be appointed by China Soong Ching Ling Science & Culture Centre for Young People. The office will consist of an office manager, a project manager, several office workers and a National UN Volunteer.

The innovative demonstration project of “Building a Community with Shared Future for Mankind and Promoting Youth Participation in Sustainable Development” was launched in June 2019. The partners include the United Nations Development Programme in China, United Nations Volunteers Programme, China Soong Ching Ling Foundation, China Soong Ching Ling Science & Culture Centre for Young People. The project is based on the achievement of Sustainable Development Goals (SDGs), creating a demonstrating mechanism with three interrelated dimensions of "innovative education-innovation and entrepreneurship-volunteer service". The final result is to establish a favourable environment for adolescents to implement sustainable development goals.
through innovative education, innovative entrepreneurship and volunteer service. The project includes outputs in four areas:

Output 1: increase youth awareness of the sustainable development goals and the Community with Shared Future for Mankind;
Output 2: Support young people’s innovative and entrepreneurial abilities and empower youth to accelerate SDG localization;
Output 3: Enhance the network of youth participation in SDGs.
Output 4: Establish long-term mechanisms to strengthen young people’s volunteer engagement on the SDGs and raise awareness and knowledge on the importance of a shared future for mankind.

**Sustainable Development Goals**

17. Partnerships For the Goals

**Task description**

The United Nations national volunteers will work in the project management office of the China Soong Ching Ling Science & Culture Centre for Young People in China. Under the management of project managers, UNV national volunteers will work closely with the UNV in the China office and the staff in the UNV project office to undertake the following tasks:

**Assist the responsible person in the management and implementation of the project**

- Assist in project planning and implementation, participate in the research and development of sustainable development courses and volunteer service courses, including annual work plans, terms of reference and other project management documents.
- Design and support the implementation of project activities.
- Guarantee the timely implementation of the project and monitor its quality.
- Make timely financial reports and expenditure plans.
- Produce project progress reports and project adjustment report based on activity results and activity summary.
- Submit a draft of the quarterly and annual progress report to UNDP/UNV, China International Center for Economic and Technical Exchange, China Soong Ching Ling Foundation, China Soong Ching Ling Science & Culture Centre for Young People.
- Complete other tasks assigned by the Project Office.

**Promote supervision and communication among project partners and participate in project activities involving or organized by partners**

- Regular project reporting mechanisms are guaranteed through daily communication and monthly project meeting arrangements between the Project Management Office (PMO), the China International Center for Economic and Technical Exchange (CICETE), the United Nations Development Programme Representative Office in China (UNDP) and the United Nations Volunteers Organization (UNV).
- Develop and implement the annual work plan framework to ensure regular, mid-term and year-end monitoring and evaluation by coordinating the output and results of the project plan, and make technical recommendations for adjustment.
- Ensure internal communication with other departments of the China Soong Ching Ling Science & Culture Centre for Young People and the China Soong Ching Ling Foundation, so as to effectively plan and implement project activities.
- Ensure regular communication between the China International Center for Economic and Technical Exchange (CICETE), the United Nations Development Programme (UNDP), the United Nations Volunteers Organization (UNV), China Soong Ching Ling Foundation (SCLF) and other major stakeholders in project financial management.
- Promote the cooperation and publicity of this project by participating in and organizing various activities of the China Soong Ching Ling Science & Culture Centre for Young People

**Promote the management of knowledge products and the sharing and learning of multilateral knowledge**

- Collect, analyze and compile relevant data and information in this field to contribute to the initiative of international and transnational learning and sharing.
- Coordinate academic circles, UNV organizations and local governments in drafting the Report on the Current Situation of Volunteer Activities in China, putting forward policy recommendations and conducting research on international cooperation plans.

We are inspiration in action
• Promote the organization of international conferences and forums, and support multilateral knowledge exchange and experience sharing.

• Provide translation support and assistance to important activities, publications, daily exchanges with UNV headquarters and regional offices, and other special translations.

• Promote project outcomes and encourage youths to participate in overseas volunteer service schemes through new social media platforms and websites where the Project Management Office formulates a project promotion strategy.

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

• Provide assistance on the construction of volunteer networks and the training of volunteer’s abilities in the China Soong Ching Ling Science & Culture Centre for Young People.

• Designate the training programs of volunteers, partners, and internal volunteers.

• Provide assistance in establishing cooperation with potential investors and partners and support China’s Overseas Voluntary activities.

• Prepare press releases related to the project.

• Provide assistance to volunteers in the “The Belt and Road Initiative” (BRI), middle-income countries and cities (MICS).

• Check annual and quarterly progress reports of projects.

• Provide assistance for research and coordination.

• Support project management.

• Provide assistance for holding seminars and conferences.

• Provide appropriate maintenance of relevant documents/data.

• Provide assistance to the management of the UNV and local voluntary mobilization activities.

• Make statements on the achievements of volunteer activities, such as reporting on the number of volunteers mobilized, volunteer activities in which volunteers participate and the improvement of their abilities.

- 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

• Undergraduate and/or postgraduate education in education, social work, international relations, public administration, Chinese, journalism, or related majors.

• Good English and Chinese oral and writing skills.
Experience in government and private enterprises is preferred.
Experience in financial, technical and administrative development projects is preferred.
Be good at maintaining relationships with different "stakeholders", such as government agencies, academia, international and national volunteer organizations.
Have innovative thinking, good coordination, organizational skills and be good at teamwork.

Required experience 24 months

Experience Remark
- At least two years of work experience, with international or national development project planning, implementation, and regulatory experience are preferred.
- Experience in working with United Nations systems and government agencies (including the United Nations/UNDP project plans, operational policies, project implementation) is preferred.

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

Area of Expertise
- Development programme/project administration Mandatory
- Administration and administrative assistance Mandatory

Area of Expertise Requirement
- Familiar with project management and international project management experience is preferred.
- Excellent oral and written communication and expression skills.
- Establish good relations with internal and external counterparts.
- Excellent organizational ability.
- Always work in a positive and constructive manner.
- Be good at dealing with new things and have the ability to deal with complex situations (events).
- Good computer skills.

Need Driving Licence No

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Communication
- Ethics and Values
- Planning and Organizing
- Working in Teams

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 (Roles and Responsibilities of Host Entities)

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.

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities’ services during pandemics).

Application Code: CHNR000141-7493

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: 09-08-2020

doa.apply_url: https://vmam.unv.org//candidate/show-doa/Q0hOUjAwMDE0MQ==

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.