### 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>
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<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
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<tr>
<td>Expected Starting Date</td>
<td>01-10-2020</td>
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<tr>
<td>Duty Station</td>
<td>Beijing [CHN], Chengdu(with travels to UNDP China office in Beijing and other places for project-related activities).</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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<tr>
<td>Assignment Place Remark</td>
<td>N/A</td>
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</table>

### Living Conditions

The duty station of the national UNV is in Chengdu, China. Based on actual needs, the national UNV might be required to travel to Beijing for working at UNDP China Office.

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 Title**

Lead Innovation Coordinator

**Organizational Context & Project Description**

**Background and Brief Project Description:**

Globally, the unprecedented speed of science and technological change and its depth and breadth are having major impacts on billions of people’s lives in both developed and developing countries. Green technologies such as clean power supply and next generation battery storage, are helping to improve the efficiency of energy use and reducing greenhouse gas emissions. In such a context, policy makers have become increasingly aware of the role of innovation in sustainable development and have been actively seeking pathways to facilitate innovation-driven development. In many developed countries, governments have established mature national innovation systems and respective policies with the focus on supporting basic research, promoting diffusion of scientific and technological outcomes, and encouraging bottom-up innovations to take better advantage of emerging technologies.

Chengdu is an important city in Southwest China connecting the Belt and Road Initiative with the Yangtze River Economic Belt. Designated as a comprehensive innovation reform pilot zone, a national independent innovation demonstration zone, and an inland pilot free trade zone, Chengdu is on its way to become an economic, scientific, technological, financial, cultural exchange and innovative centre in western China, as well as a transport and communications hub.

In 2019, UNDP developed an SDGs Innovation Pilot Project with Chengdu Hi-Tech Industrial Development Zone to leverage UNDP's regional and global initiatives and capacities to help the Chengdu Hi-tech Zone build up a sustainable investment ecosystem based on its own strengths, e.g., establishing an incubator emphasizing the promotion of sustainable development, involving experts worldwide to provide technical advisory, experience sharing, or strategic partnership building.

The purpose of the project is to strengthen the capability of Chengdu Hi-tech Industrial Development Zone to unleash its future development momentum based on innovation and sustainability, to promote the transformation of its development path from productivity-driven to innovation-driven, and to actively explore international cooperation of high-tech zones with Chengdu Hi-tech Zone as the pilot. The project is also committed to promoting South-South cooperation and exchanges with other countries leveraging UNDP's global network resources and sustainable development experience to establish an international cooperation platform of global high-tech zones with Chengdu Hi-tech Zone as its pilot.

Over the past few years, UNDP supported 13 Innovation Labs across 5 regions to shape the next generation of public services through the UNDP Innovation Facility. 6 are co-hosted with Governments (including city/local), 7 by UNDP Country Offices in partnership with the private sector and academia. Innovation labs bring diverse actors together to generate ideas, build prototypes and test solutions to development issues. Building upon the successes of the initial Innovation Labs, in 2019 UNDP launched the SDG Accelerator Lab Network, creating the world's largest, fastest learning network to accelerate sustainable development.

The first stage of the project will be an exploratory and experimental stage with the emphasis on aggregating UNDP's global innovation networks and resources by setting up the UNDP Innovation Lab, building up the China-Europe cooperation platform for sustainable investment by organizing the international and domestic flagship events with the China-Europe Investment, Trade and Technology Cooperation Fair as its core, strengthening the connectivity and trade cooperation between China and the ASEAN, and improving the cooperation with the ASEAN.

The UNDP Innovation Lab in Chengdu, under the supervision and guidance of Chengdu Hi-tech Industrial Development Zone, will serve as a platform to facilitate technology diffusion; the intersection of science-policy-market will be strengthened through an innovation ecosystem. Effective solution exchange mechanisms to facilitate technology diffusion will be identified, assessed and applied within and beyond nations. More importantly, the space can provide a safe environment to analyse, test-run and demonstrate innovative models, processes and ideas, and prepare stakeholders with the capacities needed to respond to constantly changing technology in the future.

**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 own solutions to the country’s development challenges and works to achieve the Sustainable Development Goals by reducing poverty, strengthening the
rule of law and democratic governance, and by promoting environmental sustainability and South-South Cooperation.

UNDP Communications, Innovation and Partnership Team promotes greater understanding and visibility of UNDP’s work by utilizing various communications tools. Fully engaging with the media, social media and leveraging on a strong network of Public-Private Partnerships, the team leads the design, management, and implementation of UNDP’s overall communications strategy, including design and roll out high-impact, multimedia campaigns; programme-oriented communications products; media relations and key events; localization of global content for Chinese audiences; and publications on critical development issues. On the innovation front, the team is facilitating and prototyping innovative solutions and experiment with new ways of working to tackle complex development challenges outside the traditional development cycle.

Founded on March 12, 1983 with the approval of the State Council directly under the Ministry of Commerce, 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 in partnership with UNDP and other UN agencies.

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, CICETE organizes 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, CICETE has 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.

Sustainable Development Goals

9. Industry, Innovation and Infrastructure

Task description

Under the supervision of Communication and Innovation Officer under the Communications, Innovation and Partnerships team at UNDP, and Director of Programme Management Office (PMO), the National UNV will undertake the following tasks to support the development of UNDP Innovation Lab as well as project implementation and management:

Event Coordination

- Provide support to Communication and Innovation Officer under the Communications, Innovation and Partnerships team at UNDP and Director of PMO in the implementation of UNDP SDGs Innovation Pilot Project;
- Work closely with UNDP to implement parts of direct support under the “UNDP direct support to NIM” modality, in accordance with the annual work plan and the consensus of all parties;
- Leads the overall project-related event planning, organization, and execution of events and/or activities as outlined in the annual work plan of the UNDP SDG Innovation Pilot Project in Chengdu including but not limited to conferences, training, seminars, workshops, summits, etc.;
- Conducts research and locates other necessary resources based on event and/or project activity requirements;
- Assists with event-related vendor coordination;
- Other ad hoc coordination tasks assigned by UNDP in coordination with CICETE.

Communications

- Coordinates internal and external resources for the development of the UNDP Innovation Lab, such as the partnerships with domestic innovation and technology enterprises, research institutes and university innovation teams, NGOs, etc.
- Provides effective communications support to the design and implementation of UNDP Innovation Lab strategies;
- Assists with the development and implementation of an overall communications strategy and action plan to promote UNDP Innovation Lab’s work in China to domestic audiences.
- Drafts and/or translate project-related external outreach and communications materials, including project related speeches, Op-Eds, success stories, press releases, website write-ups, PowerPoint Presentations, proposals, etc. (English to Chinese and Chinese to English).
- Provides ad hoc translation and interpretation service for conference, high-level visits;
- Other ad hoc communications-related tasks assigned by UNDP in coordination with CICETE.

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 following outputs are expected:

1. Timely supports provided to tasks related to UNDP SDGs Innovation Pilot Project and the UNDP Innovation Lab in Chengdu.
2. Facilitates the smooth implementation of project activities and project-related communications plan;
3. Facilitates innovation thinking and practices in coordination with PMO.

- 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.

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**Qualifications/Requirements**

**Required Degree Level**

Master degree or equivalent

**Education - Additional Comments**

Master's degree or equivalent in Social Sciences, Economics, Business Management, International Development, Political Sciences or related fields is highly favoured. Candidates with undergraduate degrees with extensive relevant experience will also be considered.

**Required experience**

24 months

**Experience Remark**

Minimum of 2 year's working experience. Previous working experience in event coordination and organization would be desirable.

**Language**

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

**Area of Expertise**

- Development programme/project administration Mandatory
- Resource mobilization, partnership and donor coordination Optional
- Knowledge management, archiving and documentation Mandatory

**Area of Expertise Requirement**
· Demonstrable ability to maintain effective communications with Chinese stakeholders;
· Excellent computer skills, in particular, mastery of all applications of the MS Office package;
· Event coordination, project financial, technical and/or administrative management experience as well as basic knowledge on innovation projects are assets;
· Fluency in both English and Chinese.

Competencies:

- Good analytical and organizational skills for innovation events;
- Good communications and interpersonal skills;
- Demonstrates openness to change and ability to manage complexities;
- Sound judgment, diplomacy and sensitivity in confidential matters;
- Good coordination and organizational skills, teamwork;
- Proactive, organized and self-motivated.
- Excellent written communication skills;
- Excellent inter-personal skills, 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.

Need Driving Licence

No

Competencies & Values

- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Judgement and Decision-making
- Planning and Organizing
- Professionalism
- Respect for Diversity

Conditions of Service and other information

Condition of Service

Click here to view Conditions of Service

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: CHNR000142-7702

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: 20-09-2020

doa.apply_url: https://vmam.unv.org/candidate/show-doa/Q0hOUjAwMDE0Mg==

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.