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>30-09-2020</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 UNV is in the International Poverty Reduction Center in China (IPRCC) office located in Beijing, where high-quality 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 quality is good. Beijing is well served by many shopping malls, large supermarket chains and international brands. Buses and subways are the most common forms of mass transportation. Metered taxis are widely available and domestic and regional travel by train and airplane 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 NUNV 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. The NUNV is entitled to 2.5 days personal leave per month and UN official holidays.

Assignment Details

Assignment Title

Project Coordination Assistant (Foreign Affairs Division)

Organizational Context & Project Description

The International Poverty Reduction Center in China (IPRCC), based in Beijing, was jointly initiated and established by the Chinese
government, the United Nations Development Programme (UNDP) and other international organizations in December 2004. The
IPRCC is designed to provide a platform for knowledge sharing, information exchange and international collaboration in the areas of
poverty reduction and development. The International Poverty Reduction Center in China aims at strengthening national and
international capacities to design and implement policies and programs for poverty reduction, with a focus on both income and human
dimensions of poverty, through (i) providing an effective platform for knowledge sharing and mutual learning on pro-poor policies and
anti-poverty programs between China and other developing/transition economies (ii) supporting a comprehensive approach to poverty
reduction through policy-relevant research work and training initiatives covering both macro-policies and targeted programs for poverty
reduction (iii) promoting dialogue between policymakers, academics and practitioners around pro-poor policy options and strengthening
the links between pro-poor policy research, formulation and implementation processes at different levels. The 5-year strategy for
internationalization of the Center will rely upon improved governance and management, active networking and partnering for
knowledge exchange, joint research and training initiatives with poverty reduction focused institutions in China and other countries.

Brief Portfolio Description

This project is a partnership between UNDP and IPRCC which aims at strengthening national and international capacities to design
and implement policies and programs for poverty reduction, with a focus on both income and human dimensions of poverty, through (i)
providing an effective platform for knowledge sharing and mutual learning on pro-poor policies and anti-poverty programs between
China and other developing/transition economies (ii) supporting a comprehensive approach to poverty reduction through policy-
relevant research work and training initiatives covering both macro-policies and targeted programs for poverty reduction (iii) promoting
dialogue between policymakers, academics and practitioners around pro-poor policy options and strengthening the links between pro-
poor policy research, formulation and implementation processes at different levels. The 5-year strategy for internationalization of the
Center will rely upon improved governance and management, active networking and partnering for knowledge exchange, joint research
and training initiatives with poverty reduction focused institutions in China and other countries.

Sustainable Development Goals

1. No poverty

Task description

1) To assist the foreign affairs division of IPRCC to develop solid frameworks for the poverty reduction related South-South
Cooperation oriented projects. The specific tasks include:

- To communicate with donor agencies and assist the development of frameworks for each cooperative projects;
- To design the contentment for cooperative projects;
- To communicate with counterparts from other developing countries in finalizing the cooperative projects;
- To organize field trips for foreign friends and visiting delegations from other developing countries;

2) To provide various kinds of support for the international activities and events. The specific tasks include:

- To communicate with related sectors to make sure the participation from China and other developing countries;
- To provide logistical assistance while the events are undergoing.
- To organize institutional dialogues between Chinese Government and the international organizations and NGOs regarding the
  latest development of poverty reduction in China;

3) To liaise with Chinese ministries, key party organizations and academics with project administrative tasks as required.

4) To manage the aboved mentioned UNDP-CICETE-IPRCC project on daily basis.
5) To fulfill the tasks authorized by LGOP, such as the pre-examinations of international NGOs, which are under administration of LGOP regarding their work in the field of poverty reduction and development.

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 UN Volunteer will contribute towards the following programme outputs:

- Strengthen institutional capacity for effective knowledge sharing, mutual learning, and dialogue on poverty reduction through the training programs;
- Development of international exchange events & activities’ materials and programs;
- Completion of short- and long-term projects of foreign affairs division.

- 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
Bachelor or higher degree in economics, development economics, international relations, agricultural economics, rural development, social protection or other subjects related to poverty and poverty reduction.

Required experience
24 months

Experience Remark
At least 2 years experiences in research and international programs on related subjects and familiarity with domestic and international poverty and their policies are preferred.

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

Area of Expertise
- Development programme management Mandatory
- Other communications related experience Mandatory
- Monitoring and evaluation Optional

Area of Expertise Requirement
1) Research experiences in one or more aspects of the core subject matter (poverty reduction, social development, rural community development);
2) Good familiarity with social development and experience working in poverty reduction;
3) Experience in planning and implementing development projects, seminars and workshops;
4) Good coordination and organisational skills;
5) Ability to work under pressure;
6) Work with partners as clients as well as external contacts;
7) Have supportive and cooperative relationships with other colleagues in the team;
8) Willingness to learn new things and update knowledge and skills regularly;
9) Experience and familiarity with UNDP procedures is an asset.

Need Driving Licence
No

Competencies & Values
- Adaptability and Flexibility
- Client Orientation
- Communication
- Managing Performance
- Planning and Organizing
- Respect for Diversity
- Working in Teams

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

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
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  
CHNR000147-7720

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/Q0hOUjAwMDE0Nw==

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.