

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

DJIR000171--Enterprise Development Officer

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

Country of Assignment	Djibouti
Host Institute	United Nations Development Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	6 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Djibouti [DJI]
Assignment Place	Family Duty Station

Assignment Place Remark

Additional information:

National UN Volunteers in Djibouti are entitled for a monthly Volunteer Living Allowance (VLA) at the amount of **DJF 127,833**; annual and learning leaves; free life and medical insurance; and free access to different learning platforms. For more information on UN Volunteer benefits, entitlements and support, please visit: <https://www.unv.org/Benefits-Entitlements-and-Support-Systems> .

Living Conditions

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the CIGNA insurance plan.

Assignment Details

Assignment Title

Enterprise Development Officer

Organizational Context & Project Description

The impact of Covid-19 has harshly impacted the domestic economy of Djibouti. The pandemic which has engulfed the world has affected the lives and livelihoods of the Djiboutian, particularly after the government announced the confinement on 24 March 2020. The precaution measures adopted by the national authorities and the population against the viral disease have reduced the mobility of the large percentage of the population to avoid the Covid-19 spread in the country.

The confinement was uneasy for the salaried people, even though their livelihood did not depend on daily wages. The confinement was announced towards the end of the month and employees had the opportunity to stockpile some food reserve for the next 15 days. However, the confinement was extended until May 17, 2020 compelling the economic activities to stop or slow down for eight weeks.

Above all, the situation is dramatic for unemployed youth and vulnerable people such as refugees, women and persons with disabilities. In addition, those who are employed on daily basis, such as the casual labour, construction workers, domestic helps, street vendors, among others, are also severely affected by Covid-19. With the announcement of confinement, their daily wage work was hampered drastically, in many cases reduced to zero earnings.

The Youth Resilience Building project aims at building resilience of vulnerable Djiboutian youth and refugees with a multi-dimensional approach that tackles identified driving forces of violent extremism. Djibouti is susceptible to socio-economic and to political exclusionary challenges. The nation has been encountering numerous societal issues such as high population growth, high unemployment and rising cost of living. In addition to the domestic challenges, Djibouti has been exposed to risks caused by external political concerns; mainly, the influx of refugees from neighbouring countries. Because the government of Djibouti has an open policy to host refugees, the people of Djibouti have fallen into extreme poverty due to a lack of basic social services and job opportunities. The unemployment rate among the youth marks nearly 40% and this severe employment condition has caused a significant frustration. This factor could trigger violent extremism.

The project supports the Government of Djibouti in implementing the "Djibouti Vision 2035", which identifies development priorities and addresses the high unemployment rate through the increase of access to job information and to capacity development among Djiboutian youth and refugees. By strengthening social systems to improve the access to job information and by cultivating vocational skills of youth and refugees, the project will seek to enhance social cohesion and livelihoods, which is directly linked to violent extremism.

On the top of the original project plan, UNDP offers and delivers urgent support services to those who are affected by the pandemic of Covid-19 upon request from the Government of Djibouti. The repurposed project component focuses on assessing impacts caused by crisis, providing local entrepreneurs/business owners with business continuity supports and meeting basic needs of vulnerable groups such as women, refugees, children, elderly and persons with disabilities.

The project will directly contribute to SDG 1: No Poverty, SDG 4: Education, SDG 8: Decent Work in Economic Growth, SDG 10: Reduced Inequalities and SDG 16: Justice and Strong Institutions; and will indirectly contribute to SDG 5: Gender Equality and SDG17: Partnerships for the SDGs.

Sustainable Development Goals

3. Good Health and Well-being

Task description

Under the overall supervision of Deputy Resident Representative of UNDP Djibouti Country Office and working closely with the Governance and Livelihood Support Team, the UN Volunteer to support in implementing youth employment/empowerment projects in Djibouti. The UNV will also assist the team to design vocational training curriculum, organize youth relating events, develop contingency business measures for Covid-19 affected business owners.

The UNV will support with youth employment project implementation and Covid-19 response projects and activities, in particular, conducting a MSME survey, business development and continuity under crises, organizing awareness raising activities to prevent the spread of Covid-19 and more, in line with the project planning of Youth Resilience Building Project.

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Under the supervision of the international consultants, the UNV will:

- Support in coordinating with national counterparts to implement planned project activities;
- Provide support to the budget management by ensuring planned payments and keeping financial records;
- Support in designing and developing monitoring and evaluation (M&E) tools as well as conducting M&E;
- Provide support to analysing M&E results and develop infographic of the results;
- Assist the team to design and plan youth related projects by collecting information, drafting proposals and coordinating with relevant counterparts;

Prepare PowerPoint presentations, notes, briefs, when requested.

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

- Draft reports of the Youth Resilience Building Project through the coordination with relevant national counterparts;
 - Support in organizing vocational training, business development workshops and awareness raising activities for youth;
 - The development of M&E tools and analysis of M&E results;
 - Keep monthly financial reports in collaboration with the national counterparts who jointly implement the project;
 - A final statement of achievements towards volunteerism for youth employment and entrepreneurship during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.
- 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

- B.A. (Master's degree preferred) in business development, marketing, economics, entrepreneurship or closely relevant subject.

Required experience 24 months

Experience Remark

- At least 2 years of experience in business and enterprise development or/and marketing
- Experience in coordination and monitoring/evaluation and project management is an asset
- Skills in developing reports of projects on youth employment, vocational training and emergency assistance;
- Prepare notes, briefs, presentations and project proposals, when requested:
- Strong communication skills;
- Familiarity with processes of UN agencies and/or NGOs an asset;
- Work individually as well as part of a team towards common goals;
- Fluency in French required, English working knowledge
- Djiboutian national

Language

- French (Mandatory) , Level - Fluent
- AND - English (Optional) , Level - Working Knowledge

Area of Expertise

- Macroeconomics and public finance Mandatory

Area of Expertise Requirement

- Knowledge of business/enterprise development – including business and financial planning, marketing strategies, capacity development for employees and international trade - concepts, principles and policies and ability to apply to strategic and/or practical situations;
- knowledge of global and domestic business trends and ability to analyse business growth at country level;
- Knowledge of starting up and developing small and medium size businesses;
- Knowledge of data and statistics analysis for 2030 Agenda for development and the ability to apply to strategic and/or practical situations;
- Knowledge of sustainable development concepts, principles and issues and the ability to apply to strategic and/or practical situations, covering the economic, social and environmental dimensions.

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Ethics and Values
- Integrity
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Working in Teams

Conditions of Service and other information

Condition of Service[Click here to view Conditions of Service](#)**Conditions of Service:**

Note on novel coronavirus – COVID-19.

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

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 DJIR000171-7729

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> 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>.

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

Candidates with long-term experience are encouraged to apply. Provided that the respective requirements are met, the assignment might be considered as UN Volunteer expert, including 40% additional VLA or as UN Volunteer Senior Expert (15 years of experience incl. international experience), including 100% additional VLA.

Application deadline: 30 September 2020

doa.apply_url <https://vmam.unv.org/candidate/show-doa/REpJUjAwMDE3MQ==>

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.