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>Dominican Republic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>World Food Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International 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>Santo Domingo [DOM]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

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 including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- 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;
- Inclusion of the volunteer in emergency procedures such as evacuations;

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We are inspiration in action

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

29 Jul 2020
Assignment Details

Living Conditions

Location of the work place

WFP office in the Dominican Republic is located in the National District, which is located in a residential area of the capital city. Bella Vista, Mirador Sur, Cazicazgos, La Esperilla and Gazcue are very close to the office and very safe places for expatriates to live. Santo Domingo is a city with high levels of traffic at peak times. However, average time it takes to arrive to the office by car/taxi is 30 minutes or less. Public transportation is not recommended, for security reasons. Uber and private taxi companies are sure, reliable and preferable.

Housing

The National District (and particularly the areas mentioned above) has a large and varied offer of accommodation, including Airbnb. Furnished apartments of one, two or three bedrooms are available from US 600 to US 1,500 (average) monthly rent, including maintenance costs.

Cost of Living

The average cost of living in the Dominican Republic for one person is US 2,000.

Assignment Title

Partnerships, Resource Mobilization and Communications Associate

Organizational Context & Project Description

Activities in support to the DR government’s preventive measures for virus containment, through:

- The distribution of communication materials regarding COVID-19 prevention.
- The purchase and distribution of protection program participants. These communication materials will also evidence the importance of healthy eating practices.
- Assess the conditions of the national (government) health platform and the social protection programs for the implementation and delivery of assistance.
- Preparedness and supply chain support to the Social Protection Programs the Emergency Operations Centre, the National Council for Food Security, the Ministry of Health and PAHO, as well as WQFP Haití.
- Adapt shock responsive social protections SOPs, with the government partnerStys in case in-kind or CBT assistance modalities will be required to scale up on behalf of these government programs.
- WFP daily distributes specialized nutritious food as part of the social protection program Progresando con Solidaridad through the primary health care centers (UNAP) in collaboration with the National Health System and will leverage this existing supply chain network by scaling it up to include the above mentioned.

Sustainable Development Goals

2. Zero Hunger

Task description

Under the direct supervision of the Head of Programme and the SO 1 coordinator, the UN Volunteer will undertake the following tasks, in order to bring support in the design and implementation of the partnerships, communications and resource mobilization strategy of the country office:

- Support the knowledge management, information flow and reporting with donor partners particularly with regards to submission of Annual Country Reports (ACR) specifically agreed reporting and GPO support

29 Jul 2020
- Liaise with WFP colleagues in RBP as required for the purpose of partnerships and resource mobilization.
- Support the update of the resource mobilization strategy of the CO and support the mid-term review of the Partnership Action Plan of the CO, ensuring the alignment of both documents with the Budget Revision of the Country Strategic Plan.
- Bring assistance in maintaining updated information in the donors' intelligence corporate tool “Salesforce”.
- Support the SO manager, the HoP and the CD in the elaboration of donors’ briefs, talking points and notes for the record.
- In coordination with the programme and M&E units, ensure the implementation of the projects according to donors’ rules and standards of quality. In case of unforeseen situations, support the programme team and the SO manager in informing the donors and offering alternatives for solving issues that may happen.
- Contribute to data and knowledge management through written inputs for sitreps, country briefs, ACR and other communication and reporting tools
- Support development of contents for various information and communication and advocacy products for different audiences;
- Maintain the communications, marketing and advocacy efforts for the COVID19 emergency and other relevant deliverables, with a focus on WFP digital platforms, including social media;
- Generate and/or facilitate the production of donor specific visibility content in both Spanish and English for use across a range of integrated online platforms, ensuring consistency with corporate messages;
- Stay current with regard to knowledge of WFP operation in the country, UN system partners, public sector partners and trends and issues with regard to donors and strategic partners, and where possible, support public sector partnerships with visibility and donor materials.

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/built on traditional and/or local volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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

- Information is regular sistematized for gradually feeding the Annual Country Report and the GaM-M.
- Information of donors’ intelligence and funding opportunities/forecasts in the country is updated in Salesforce.
- Resource Mobilization Strategy and Partnership Action Plan of the CO are both up to date and aligned with the Budget Revision and the “renewed” CSP.
- Donors' briefings, talking points and notes for the record are developed for relevant meetings with donors and strategic partners.
- Engages in dialogue with key stakeholders’ leadership to development partnerships.
- Identifies partnership opportunities with key local and international partners.
- Visibility and communication products for donors reporting and engagement.
- Promote multi-sector partnerships with key actors and programs of the government, academia, the private sector, religious leaders, civil society, community organizations and organizations for the rights of women and the migrant population, local governments, the agencies of the United Nations System, as well as other partners for international cooperation, South-South and triangular cooperation.

The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
Qualifications/Requirements

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

**Education - Additional Comments**

journalism, international relations, public relations, communications or other related field.

**Required experience**

24 months

**Experience Remark**

- Experience with donors relations and resource mobilization: identification of donors’ priorities, elaboration of donors’ briefs for technical and high-level meetings, design of project proposals.
- Ability to collect and systematize donors’ intelligence and to design resource mobilization strategies.
- Experience with marketing, advocacy, corporate communication and programme communication.
- Knowledge of reporting systems and tools;
- Proven ability to network effectively with multiple work units;
- Advanced analytical skills;
- Familiarity with programing implementation and operational challenges;
- Ability to meet agreed deadlines;
- Ability to deliver results through planning and organizing activities;
- Proven ability to develop quality reports and analyses with minimal direction;
- Excellent cross-group collaboration skills;
- Presentation skills;
- Ability to effectively communicate orally;
- Ability to collect, organize, systematize, share and use corporate information.
- Experience in an international organization or NGO.

**Language**

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

**Area of Expertise**

- Resource mobilization, partnership and donor coordination Mandatory

**Area of Expertise Requirement**

- Experience with donors relations and resource mobilization: identification of donors’ priorities, elaboration of donors’ briefs for technical and high-level meetings, design of project proposals.
Conditions of Service and other information

Need Driving Licence
No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Integrity
- Knowledge Sharing
- Leadership
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Technological Awareness
- Working in Teams

Conditions of Service

Click here to view Conditions of Service

Conditions of Service for International Specialist:


The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.
In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US$ 1,651. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website http://icsc.un.org.

For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

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- 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;

- Inclusion of the volunteer in emergency procedures such as evacuations;

- 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**

DOMR000131-7509

**Application procedure**

You can only apply if you have created your profile at https://vmam.unv.org/candidate/signup

Watch this video for the specific steps you must follow: https://www.youtube.com/watch?v=VT5uJ_FoIWU

If you are already registered in UNV’s Talent Pool, make sure your profile is up to date before applying.

**Application deadline:** 09-Aug-2020 at 23:59hrs, Germany time zone

**doa.apply_url**

https://vmam.unv.org//candidate/show-doa/RE9NUjAwMDEzMQ==

**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.*