

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

DZAR000026--Reporting & Partnerships Specialist

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 | Algeria |
| Host Institute | United Nations Children's Fund |
| Volunteer Category | International Specialist |
| Number of Volunteer | 1 |
| Duration | until 31-10-2021 |
| Expected Starting Date | Immediate |
| Duty Station | Algiers [DZA] |
| Assignment Place | Family Duty Station |

Assignment Place Remark

UN Volunteers entitlements

During the assignment, UN Volunteers are covered by a medical scheme and life insurance. United Nations Volunteers can consult their benefits and allowances by visiting the link below and indicating (i) the country of assignment i.e. **Algeria** and (ii) the Volunteer category: **International Specialist**

Link to the entitlements' calculator <https://vmam.unv.org/calculator/entitlements>

Living Conditions

Algiers is a "family duty station" and the languages spoken are French and Arabic.

On 11 December 2007, the United Nations Building was targeted by a suicide car bomb which killed 17 people and wounded 40 others, mostly UN staff. In the past three years, the security situation has improved. A security clearance is subject to the approval of the Designated Official (DO) for any United Nations staff to travel to Algiers. Any request for travel outside the wilaya of Algiers must be authorized by national authorities for diplomats and accredited personnel. Apart from these constraints, Algiers is a city that has many

benefits, both human and cultural. It has a rich past and its people are very hospitable.

Although it is relatively easy to find apartments or houses in recommended areas, it should be noted that the rents are equivalent to those of developed countries and that payment of a 6 months / 1 year's rent in advance is usually requested.

The UN Volunteer will be responsible for arranging his/her own housing and other living essentials. UN Volunteers are part of the malicious insurance plan.

International UN Volunteers are entitled to Settling In Grant: lump sum to assist in buying basic household items and meeting other one-time expenses incurred in setting up a new residence and intended to cover additional costs for temporary accommodation.

Goods and basic services are easily available. Complex health interventions may require evacuation.

Payments are made primarily in cash. ATM cash withdrawal is limited and payment by electronic funds transfer is not yet possible. The network of fixed and mobile telephone is effective. Algiers is well served by airlines and national and international maritime which connect too many foreign capitals.

Assignment Details

Assignment Title Reporting & Partnerships Specialist

Organizational Context & Project Description

The Programme Coordination Unit (PMU) coordinates UNICEF Algeria Country Office reporting obligations. During the current program cycle (2016-2020), PMU must continue to ensure meets fundraising and reporting obligations, upholding UNICEF's high standards in terms of quality and timeliness of donor reports and proposals, including within the COVID19 context.

Under the general supervision of the Deputy Representative, the Reporting and Partnerships Specialist will strengthen the country office capacity to deliver on improving timely and quality submission of reports as well as developing proposals and other quality material and assist the organization in deepening collaboration with key stakeholders. S/He may also serve as a focal point and resource for colleagues on specific thematic areas of strategic relevance for partnership development. The key result is to ensure greater visibility for UNICEF and influence in support of its mission.

Sustainable Development Goals 17. Partnerships For the Goals

Task description

Under the direct supervision of Deputy Representative, the international UN Volunteer will undertake the following tasks:

Reporting

- Ensure that internal and external donor reports are produced with high quality and in a timely manner;
- Track reports due for donors and develop a coherent system for centralizing, recording and monitoring the Country Office's commitment so specific terms and conditions of funding;
- Prepare a process to track the completion and transmission of donor reports;
- Develop practical ways to assist Programme Officers with a clear, high quality standard for writing English-language donor reports (e.g., by developing templates that incorporate simplification and harmonization of reporting with other UN agencies);
- Assist in the development, consolidation, drafting and editing of English-language quality reports and papers, for example: the Annual Report, the Mid Term Review Summary, Country Programme Documentation, etc.;
- Provide support to conceptualize and draft outlines for project proposals;
- With substantive inputs from Programme Officers and field staff, finalize and format English language project proposals;
- Liaise with PFO, GRO, RO and National Committees in identifying prospective donors and ensuring that project proposals are drafted in compliance with criteria set out by donors;
- Ensure the completion and correct transmission of project proposals to required addressees;
- Ensure timely reporting on COVID19-related commitments with newly-engaged donors, notably USAID, Canada, Japan, etc.;
- Monitor, in collaboration with budget team, the effective expenditure of COVID19-related funds in compliance with funding proposals.

Partnerships

- Develop and maintain deep knowledge and familiarity with current and prospective partners and relevant stakeholders, contributing to a database of key contacts and to UNICEF's base of knowledge on partnership and resource mobilization;
- Support the office in expanding UNICEF's network of key interlocutors to build stronger relationships between UNICEF and governments, other key-decision makers, regional development institutions, foundations, the private sector, international financial institutions and/or relevant constituencies;
- Review and regularly update annual partnership engagement and resource mobilization plans, and assist the office for their implementation;
- Support the office in identifying COVID19-related funding opportunities as well as strategic partnerships;
- Support the country office in the identification and pursuit of opportunities for outreach, engagement, policy influence and collaboration, including on how to anticipate and respond to partners' concerns and priorities;
- Contribute to the development of new partnership and resource mobilization practices and approaches by formulating recommendations for action based on on-going monitoring, analyzing current trends within designated partners and formulating recommendations for strategy approaches and message development;
- Contribute to strategies for engagement and the development of communications products to enhance UNICEF's visibility and influence with existing and prospective partners and key stakeholders by providing analysis of the current environment and trends and formulating recommendations for strategy approaches and message 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 incumbent is expected to:

- Ensure that internal UNICEF Algeria and external donor reports are produced with high quality and in a timely manner;
 - Efficiently analyze different donor reporting requirements and assist programme officers to meet donor expectations ;
 - Relevant support conceptualization and drafting outlines for project proposals and donor briefs.
 - Work closely with Deputy Representative and UNICEF programme officers on annual report preparation and other country programme documentation (policy briefs, fact sheets etc.) and assist the development, consolidation, drafting and editing of English-language;
 - promote and build capacity on results oriented reporting at project and programme level through training and sharing of best practices and lessons learned.
- 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

Master degree or equivalent

Education - Additional Comments

- A Masters degree is required in international development, public affairs, international relations, political science or other related fields.

Required experience

24 months

Experience Remark

- A minimum of two years of progressively responsible professional experience is required in a field related to communications, external relations, liaison and/or any resource-mobilization related activities, preferably in an international organization.
- Advanced ability to express clearly and concisely ideas and concepts in written form; specific skills in report writing and editing.
- Fluency in French and English is required. Knowledge of another UN language considered as an asset

Language

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

Area of Expertise

- Public information and reporting Mandatory
- Resource mobilization, partnership and donor coordination Mandatory

Area of Expertise Requirement

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Knowledge Sharing
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Vision
- Working in Teams

Conditions of Service and other information

Condition of Service

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

Conditions of Service for International Specialist:

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

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

Note on novel coronavirus – COVID-19.

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

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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.

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 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;
- 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

DZAR000026-7798

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.

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*** 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.

Application deadline: 7 October 2020

doa.apply_url

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

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.