UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

EGYR000819--Innovation Lab Coordinator Assistant

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>Egypt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Population Fund</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>24 months</td>
</tr>
<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>01-04-2020</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Cairo [EGY]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
<tr>
<td>Assignment Place Remark</td>
<td></td>
</tr>
</tbody>
</table>

Living Conditions

The duty station will be the city of Cairo, which is a family duty station with a wide range of services (health, education and leisure) and good living conditions. Cairo as well as Egypt as a whole have long been centres of the region’s political and cultural life. Like other similar cities, Cairo offers good quality life in terms of access to shopping centres, banks, medical services, cultural events, etc.

The Arab Republic of Egypt has a unique geographical position in Northeast Africa, at the crossroads of Europe and Asia, on the Mediterranean and Red Sea, and its connection to Sub Saharan Africa.

Assignment Details

Assignment Title
Organizational Context & Project Description

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
through the Nile Valley. The country is defined by desert and the Nile, the longest river on Earth. Egypt is bordered by the Gaza Strip and Israel to the northeast, the Gulf of Aqaba to the east, the Red Sea to the east and south, Sudan to the south and Libya to the west.

With over 90 million inhabitants - two-thirds of which are below 29 years - Egypt is Africa's third most populous country after Nigeria and Ethiopia, and it has the highest population in the Arab world. About 95 percent of Egyptians live along the Nile—on less than 5 percent of Egypt's territory — making the Nile Valley one of the world's most densely populated areas, especially in greater Cairo, Alexandria and other major cities in the Nile Delta.

The country has witnessed significant political and economic changes since 2011. Through this transition, which includes periods of political unrest, the main income sources of the economy have been negatively impacted, particularly in the tourism sector, as well as revenues from the Suez Canal, oil and remittances from Egyptians working abroad, affected by the global economy.

Innovation Lab Coordinator Assistant
following portfolios: Reproductive Health, Family planning, Gender Based Violence and Female Genital mutilation.

Sustainable Development Goals 17. Partnerships For the Goals
Task description

Under the direct supervision of CO Representative, the International UN Volunteer will act as the Innovation Lab Coordinator and assist in promoting organizational innovation by demonstrating the benefits of readily available technology and rapid exploration of new ideas undertake the following tasks:

- Coordinate and provide support on innovation strategy & action plan, including formulation, design, planning and implementation;
- Proactively scout for new innovative ideas and opportunities;
- Identify opportunities for resource mobilization and new partnerships and support proposal and partnership development efforts;
- Develop partnerships and network with local innovators, youth organizations, NGOs, the private sector, local media and academia to build and provide a space to nurture and test new and innovative ideas, and build local capacity;
- Coordinate and support development and testing of innovation products and processes to strengthen and improve efficiency and effectiveness of UNFPA programming, monitoring and evaluation, advocacy and communication;
• Provide training for UNFPA staff, partner staff, government counterparts and other end users in the country in the use of innovation products and processes;
• Support the operation of Innovation Lab at UNFPA Egypt CO;
• Document tested innovation projects and processes and ensure effective sharing and generation of knowledge around innovations in the Country;
• Whenever necessary, liaise with the Innovation Team of the UNFPA ASRO and colleagues from other Country Offices.

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

• Substantive inputs into UNFPA Egypt innovation strategy;
• Registered new innovative ideas and opportunities;
• Identified opportunities on innovation-driven resource mobilization and partnerships;
• Operational partnerships with local and national stakeholders;
• Substantive support of development and testing of innovation products and processes to strengthen and improve efficiency and effectiveness of UNFPA programming, monitoring and evaluation, advocacy and communication;
• Trainings for UNFPA staff and partners whenever necessary;
• Operational Innovation Lab at UNFPA Egypt CO;
• Documented innovation projects and processes, including for knowledge sharing purposes;
• Identified opportunities for innovative solutions at UNFPA projects;
• 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.

• 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

We are inspiration in action
Qualifications/Requirements

Required Degree Level
- Master degree or equivalent

Education - Additional Comments
- Advanced University degree in social studies, communications, information technology, economics or related field.
- Master’s Degree or equivalent Advanced Degree in social science, health, engineering or related field with specific focus on development, communications, and innovation is required.

Required experience
- 60 months

Experience Remark

Required Experience:
- 5-10 Years of professional experience.

Experience Description:
- Minimum 5 (five) years of professional working experience in in relevant fields related to international development
- Experience with, and knowledge of, international development, emerging technologies, human-centered design, social innovation an asset
- Experience in innovation in developing countries or social impact and/or living or working in developing countries is a plus.
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Proven expertise in the field of innovation for development, be this in the context of project management, research, or advocacy;
- Proven experience with advancing new ways of working in organizations and/or companies;
- Proven expertise in the field of results-based management and performance indicator management and reporting;
- Proven ability to plan, organize, and control resources, procedures and protocols to achieve specific goals;
- Ability to engage collaboratively with partners (including other UN agencies), donors, and other development stakeholders and forge productive working relationships;
- Knowledge of project and fund management (budgeting, expenditure, reporting) related procedures to ensure that quality requirements and goals are fulfilled.
- Strong communication and writing skills.
Language
- English (Mandatory), Level - Fluent

Area of Expertise
- Development programme management Mandatory
- Volunteer programmes and volunteer management Mandatory

Area of Expertise Requirement
- Development programmes;
- Technical assistance and volunteer management.

Need Driving Licence
No

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Communication
- Ethics and Values
- Managing Performance
- Planning and Organizing
- Professionalism
- Technological Awareness
- 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:

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$ 1,631. 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.

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;

- 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: EGYR000819-6037

Application procedure

* Not yet registered in the UNV Talent Pool?

First register your profile at [https://vmam.unv.org/candidate/signup](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](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](https://vmam.unv.org/candidate/profile).

Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](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: 2nd February 2020

doa.apply_url: [https://vmam.unv.org/candidate/show-doa/RUdZUjAwMDgxOQ==](https://vmam.unv.org/candidate/show-doa/RUdZUjAwMDgxOQ==)

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.