UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

FJIR000093--Associate Programme 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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Fiji</th>
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</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development 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>Suva [FJI]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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</tbody>
</table>

Assignment Place Remark

Living Conditions

Fiji, one of the larger countries of the South Pacific region, has a relatively high level of human development and is one of the most developed economies in the region. After nearly a century as British colony, Fiji became independent in 1970. Its multi-ethnic population, which numbers approximately 900,000, is growing slowly due to a moderately low level of fertility and a high level of emigration. The economy rests primarily on sugar production and tourism, but is becoming more diverse, with manufacturing now an important sector of employment. The unit of currency is Fiji Dollar.

Fiji comprises of approximately 330 islands, approximately third of which are inhabited. Fiji covers about 1.3 million square kilometers of the South Pacific Ocean. The two major islands are Viti Levu and Vanua Levu. The capital city is Suva and is located on the South Eastern side of the main island of Viti Levu.

Fiji’s population is made up of a mixture of native Melanesian and Polynesian islanders, and a blend of Indian, European, Chinese, Rotuman and Rabi islanders making it a rich and vibrant mix of cultures, sights, sounds and exotic island delicacies. English is spoken widely on the Island and it is the common language of communication although the native indigenous Fijian language is spoken by many as is the Hindi language.

Fiji enjoys a mild and stable climate most of the year, due to the large expanses of open water that surround its islands. The wet season
extends from November to April, but rain falls throughout the year. Tropical cyclones can blow up between November and April, although they are rarely dangerous. Fiji enjoys year round tropical temperatures of between 25-29 degrees with generally high humidity, making it a perfect location for sun-lovers.

Suva, the capital of Fiji, has a population of approximately 141,000, and it is a multiracial and multicultural city. Suva is the largest city in the whole of the region, but remains easy-going and friendly. It has reasonably modern facilities including two large hospitals, sporting facilities, restaurants and supermarkets. Modest accommodation is readily available in Suva, but availability of small apartments is limited; an open mind and flexibility come in handy when looking for housing in Suva. The public transport is quite good: local busses run every day of the week, and taxis are affordable. Public transport is available also for exploring and visiting other parts of the country, which provides plenty of opportunities for outdoor activities and tropical nature.

Fiji along with many other Pacific islands is known for being one of the friendliest nations in the world. It is a unique country and UNDP is a unique human rights operation. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

Assignment Details

**Assignment Title**
Associate Programme Officer

**Organizational Context & Project Description**

The Global Support Programme (GSP) is a jointly implemented programme by UNDP and UNEP that provides support to non-Annex I Parties in order to prepare National Communications (NCs) and Biennial Update Reports (BURs) that are submitted to the UNFCCC. Further, the GSP works with key counterparts to provide technical guidance and assistance for the development of the NCs and BURs as well as in the identification of priority areas of support for the implementation of the Intended Nationally Determined Contributions (INDCs).

Some of the major gaps faced by the Pacific countries in updating their National Communications and their Biennial Update Reports are related to the development and maintenance of their national inventories of greenhouse gases (GHGs) over time. The main challenges have to do with the implementation of adequate institutional arrangements and the creation and maintenance of sustainable technical capacities to inform and support national policies on climate change, as well as to comply with international reporting requirements established by the United Nations Framework Convention on Climate Change (UNFCCC).

To overcome these deficiencies the GSP is willing to support the region with an expert that can provide guidance to countries as and when needs arise. Parties will be provided with technical backstopping, tools and targeted guidance, as well as training, to carry out the preparation of the NCs and BURs. Similarly, countries will be assisted to strengthen national institutional arrangements to support the new reporting requirements and ensure alignment with national development priorities. Parties will also be encouraged to exchange data and information, tools and methodologies, lessons learnt and good practices to enhance the quality and utility of their reports.

The UNV Programme Officer will support the GSP by providing technical, management, and administration support.
Further, the Government of Australia has a long history of supporting multilateral organisations such as the UNDP, to maintain a presence in the Pacific and support Pacific Island Countries and territories (PICTs) with national and regional priorities. The Department of Foreign Affairs and Trade (DFAT), Government of Australia has funded UNDP Pacific regional projects since 2006, including in the areas of climate change and sustainable energy. DFAT has agreed to provide resources so that the UNDP Pacific Office in Fiji can continue providing technical and policy advisory support, including to the UNDP Country Office in Papua New Guinea, the UNDP Samoa Multi-Country Office and the Governments of the 15 PICTs that UNDP supports in Oceania. The UNDP Pacific Office in Fiji’s new regional programme component covers Resilience and Sustainable Development (RSD), Effective Governance and Inclusive Growth and is intended to be flexible and responsive within a complex, diverse and changing regional environment. The Pacific Resilience and Sustainable Development Support project will focus on three substantial areas, namely climate change, sustainable energy, and sustainable waste management. The project’s overall strategies include building on relevant results produced via past DFAT funded UNDP Pacific regional projects, focusing on areas and interventions where UNDP has a comparative advantage, and, building on the work of others. Two service modalities are offered: 1) demand-driven policy advice and technical support at regional and country levels to develop and implement policies and programmes, and, 2) resource mobilization and support to UNDP country offices to identify potential areas for country programme support and the formulation of country programming. In this context, the IUNV, as project coordinator will run this project day-to-day

**Sustainable Development Goals**  
**13. Climate Action**

**Task description**

Within the delegated authority and under the supervision of the GSP Programme Coordinator in Istanbul, Turkey or his/her designated mandated representative(s) and the UNDP Pacific Office RSD Team Leader or his designated mandated representative, the UN Volunteer will undertake the following tasks (50% of his/her time)

- Assist with the planning, development and implementation of all National Communications (NCs) and Biennial Update Reports (BURs) activities in the Pacific region;

- Assist with drafting of concept notes and logistical arrangements for the capacity building activities (e.g. meetings, trainings, workshops, study tours, etc.) in the Pacific region;

- Assist with drafting Terms of Reference for consultancies and other services requested for the operation of all National Communications (NCs) and Biennial Update Reports (BURs) activities in the Pacific region;

- Support the development and sharing of materials for effective communication of MRV experiences, best practices and methodological issues among the Pacific region stakeholders;

- Assist with the management and maintenance of online tools for information sharing and
communication about progress and achievements of the Pacific region work;
• Assist UNDP Pacific in supporting countries during the implementation of their NCs and BURs
• Assist with the identification of other MRV-related initiatives in the region and the reaching out to relevant focal points to establish collaboration;
• Represent the GSP in committees, meetings and other consultative activities involving partners, government(s), stakeholders, civil society and other UN agencies;
• Contribute to the monitoring and evaluation of National Communications (NCs) and Biennial Update Reports (BURs) activities in the Pacific region;
• Support the preparation of relevant technical reports as per UNDP policy and procedure;
• Undertake other relevant duties as directed by the GSP Programme Coordinator

Within the context of the UNDP Pacific Office in Fiji, act as the Pacific Resilience and Sustainable Development (RSD) support project coordinator. In this context, the UNV will be responsible for the following tasks: (50% of his/her time)

• Efficient and effective day-to-day planning, management implementation and monitoring of the Pacific Resilience and Sustainable Development (RSD) support project activities and associated results.
• Support implementation of project visibility and knowledge management activities.
• Monitor and reporting on the use of project resources and results
• Provide climate change analysis and support to the RSD Team Leader to contribute to corporate planning, evaluation and results reporting (UNDAFs, Sub-Regional Programme Document (SRPD), Regional Programme Document, ROAR, IWP etc.)
• Provide analytical and secretariat support to the Development Partners for Climate Change meeting (4-5 times per year) and the United National Pacific Strategy (UNPS/UNDAF) Outcome Group 1 (OG1) on Climate Change, Disaster Risk Management and Environment (2-3 times per year)
• Prepare briefing notes and speeches as 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/website, 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

• As an active UNDP team member, efficient, timely, responsive, client-friendly and high-quality supported rendered to UNDP and its beneficiaries in the accomplishment of her/his functions including:
• 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

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<thead>
<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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<tbody>
<tr>
<td><strong>Education - Additional Comments</strong></td>
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<tr>
<td>Advanced Master’s university degree in Environmental Policy &amp; Management, Climate Change Adaptation, International Relations, or Economics/Finance &amp; Business Administration or similar.</td>
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<td><strong>Required experience</strong></td>
<td>36 months</td>
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<tr>
<td><strong>Experience Remark</strong></td>
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<tr>
<td>• Up to 3 years of relevant experience at the national or international level in implementation of capacity building programmes and project management.</td>
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<tr>
<td>• Up to 3 years of relevant experience on Climate Change, having worked at the national level. International experience in this area would be an asset.</td>
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<tr>
<td>• Relevant experience and provable knowledge on national communications and biennial update reports would represent an important asset.</td>
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<tr>
<td>• Previous experience and provable knowledge on greenhouse gas inventories and monitoring, reporting and verification system would be an asset.</td>
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**Language**

- English (Mandatory) , Level - Fluent

**Area of Expertise**

- Development programme management Mandatory
- Public information and reporting Mandatory
- Monitoring and evaluation Mandatory

**Area of Expertise Requirement**

- Developed communication and analytical skills and capacity to learn quickly are also required.

**Need Driving Licence** No

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- 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:

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.

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  
FJIR000093-6525

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: 23 March 2020

doa.apply_url  
[https://vmam.unv.org//candidate/show-doa/RkpJUjAwMDA5Mw==](https://vmam.unv.org//candidate/show-doa/RkpJUjAwMDA5Mw==)

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.