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>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Children's Fund</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National 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>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

**Assignment Place Remark**

Dependent on the continuation of the mandate, availability of funding, operational necessity, and satisfactory performance there is no guarantee of assignment extension.

Language: Should read, write, and communicate in the working language of the UN in the country. Reading and writing and communicating effectively in one or more local languages is an asset.

UNICEF has a zero-tolerance policy on sexual exploitation and abuse and on any kind of harassment including sexual harassment and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

UNICEF behavioral competencies: Builds and Maintains partnerships, demonstrates self-awareness and ethical awareness, drive to achieve results for impact, innovates and embraces change, manages ambiguity and complexity, thinks and acts strategically and works collaboratively with others.

**Living Conditions**

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Fiji is a middle-income country with adequate basic services. The UNICEF Pacific office is located in the capital city of Suva. Fiji along with many other Pacific island countries is known for being one of the friendliest nations in the world. However, security precautions should be taken at all times. Fiji, in general, is a safe country where common sense goes a long way in avoiding risks such as pickpockets and house burglaries.

As this is a national UN Volunteer assignment the UN volunteer will be responsible for arranging his or her housing and other living essentials.

Assignment Details

Assignment Title
UNV Planning, Monitoring and Reporting Officer

Organizational Context & Project Description

UNICEF Pacific is a multi-country office with a mandate for 14 Pacific island countries based in Fiji and with field offices in Vanuatu, Kiribati, and the Solomon Islands. Our mission and mandate are to promote the rights and wellbeing of every child in the Pacific in everything we do. Together with our partners in the Cook Islands, Fiji, Kiribati, Marshall Islands, Federated States of Micronesia, Nauru, Niue, Palau, Samoa, Solomon Islands, Tokelau, Tonga, Vanuatu, we translate this commitment into practical action focusing special effort on reaching the most vulnerable and excluded children, to the benefit of all children everywhere.

The Planning, Monitoring, and Evaluation unit work cross sectorally to primarily support UNICEF programme sections in planning, monitoring, reporting, and evaluation activities and to ensure alignment with global UNICEF and UN standards and processes.

Sustainable Development Goals
17. Partnerships For The Goals

Task description

Under the direct supervision of the Planning Monitoring and Evaluation Specialist, the national UN Volunteer will undertake the following tasks;

Strategic/implementation and planning
- Contribute to UN Pacific Strategy (UNPS), and Joint Country Action Plans (JCAPS) and other related planning processes to ensure that UNICEF contributions towards the UN-wide results are clearly articulated.
- Support programme sections and field offices in the preparation, review and timely submission of workplans.

Monitoring and knowledge sharing
- Support effective implementation of adopted eTools modules and ensure appropriate quality assurance measures are in place and implemented.
- Ensure that Sections and field offices are effectively supported on monitoring activities, tools and processes including HACT Programme visits.
- Support management of available information on national statistics and key indicators through databases for easy access in use.
- Provide ongoing support to improve SharePoint document library management and document filing.
- Contribute and support innovative approaches to improve knowledge sharing, transferring and dissemination.

Programme reviews and reporting
- Support programme sections in the preparation finalisation and timely submission of RAM and SMQs.
- Contribute and support to coordinate Mid-Year and Annual review meetings, documentation and reporting.
- Contribute do you UNPS, JCAPS and other regional framework review and reporting process is to ensure that UNICEF contribution towards UN-wide results is clearly articulated.

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

- Timely contribution and support is provided for effective results-based planning, monitoring, and reporting activities including but not limited to workplans, eTools, UNPS, JCAPs, and RAM.
- 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

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

Education - Additional Comments

Type of Degrees - Social Sciences, Development Planning, Planning, Evaluation, Advanced Statistical research, or related field.

Required experience

24 months

Experience Remark

Two years of professional experience relevant in planning, monitoring, reporting, database management, and relevant field of work is desired.

Language

- English (Mandatory), Level - Fluent

Area of Expertise

- Monitoring and evaluation Mandatory
- Development programme/project administration Mandatory
- Other development programme/project experience Mandatory

Area of Expertise Requirement

- Knowledge of project management especially of the planning monitoring and reporting phases,
- Proficiency in using computer applications (database word processing excel spreadsheet presentations project planning email graphics etc) is a must.
- Competences and values - Communications, Working with people, Drive for results.
- Functional competencies- Analysing, Applying Technical Expertise, Learning and Researching, Planning and Organising.

Need Driving Licence

No

Competencies & Values

- Accountability
Conditions of Service and other information

Conditions of Service:


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

FJIR000107-7497

Application procedure

* Not yet registered in the UNV Talent Pool?

Please 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?

Please 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 an announcement for a national UNV assignment. Therefore, only citizens and legal residents of Fiji with refugee can apply for this position.

Application deadline: 08-09-2020
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.