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 Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Youth</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>6 months</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

Please note that the approximate monthly Volunteer Living Allowance will be **FJD 1,357.83** as of March 2021 (see also below, under Conditions of Service).

The volunteer is expected to work remotely from home.

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. 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. The 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 rainfalls 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 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.

Assignment Details

Assignment Title

AIS Program Development Support Officer (Asia Pacific) - home-based

Organizational Context & Project Description

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, UNDP offers global perspective and local insight to help empower lives and build resilient nations.

UNDP Indonesia's mission is to be an agent for change in the human and social development of Indonesia. We aim to be a bridge between Indonesia and all donors as well as a trusted partner to all stakeholders. We work in four key areas of development: Governance Reforms, Pro-Poor Policy Reforms, Conflict Prevention and Recovery, and Environment Management, with the overarching aim of reducing poverty in Indonesia. Besides the four priority areas, UNDP Indonesia is also engaged in a variety of crosscutting initiatives focused on HIV/AIDS, gender equality, and information and technology for development.

Archipelagic and Island States (AIS) around the globe face common development challenges that inhibit their ability to live prosperously and grow sustainably. Many are facing existential threats that include climate change, natural disasters, marine pollution, marine plastic debris, unsustainable fisheries, and ocean (un)sustainability. Failing to protect our oceans and address climate change will have catastrophic social and economic effects for people around the world.

Irrespective of their size and development, AIS have geographic circumstances that create unique development challenges and opportunities. The oceans and seas around AIS, constitute a much larger area than their inland territory, especially when Exclusive Economic Zones (EEZ), continental shelves, and extended continental shelves are considered. However, AIS have differing levels of dependence on the marine environment.

After a sideline discussion on the 5th of June 2017 at the Ocean Conference in New York City, a follow-up Conference on the Archipelagic and Island States Forum was held in Jakarta on the 21st – 22nd of November 2017. This resulted in a common understanding among participating countries that a forum could be an innovative vehicle for effectively addressing climate change and
marine issues. In addition, the forum would be a concerted response to SDG 14: the conservation and sustainable use of oceans, seas, and marine resources for sustainable development. It is the agreed position of participating countries that the AIS Forum (“the Forum”) can be influential in mitigating climate change and the pursuit of social and economic sustainability. The Forum will create a space for financing innovative solutions and technologies, as well as engendering collaboration between stakeholders.

The AIS Forum is designed to include island states and archipelagic countries regardless of their location, size, and level of development. There are regional initiatives that allow island states to connect with and aid one another. However, a global initiative that brings together all AIS is yet to exist. The AIS Forum will create a unique grouping of nations to address the challenges of sustainable ocean resource use, climate change resilience, ocean pollution, emergency management, and sustainable fisheries. At the moment, AIS project performs 3 main programs namely, (1) entrepreneurship, (2) research & development, (3) partnership and international collaboration.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Under the direct supervision of AIS Project Coordinator based in Jakarta, Indonesia, the UN Youth Volunteer will undertake the following tasks:

1. Lead on the youth engagement and representation in the Asia Pacific including to compile relevant contacts, creating a database of AIS’ stakeholders (start-up, universities, academic institutions) and liaising with relevant partners.

2. Support AIS Secretariat team members in implementing of AIS program including the preparation the events, development the program activities, and writing AIS program documents.

3. Support AIS Secretariat team members in undertaking desk research and analysis of the regional blue economy responses, including identifying data gaps, opportunities and priorities for action, as needed.

4. Support AIS team members in conducting social media and website management tasks especially for Asia Pacific contents (Facebook, Twitter, Instagram and LinkedIn).

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

- A database of relevant contacts of AIS’ stakeholders in Asia Pacific region.
- Report on events, development of program activities implementation in Asia Pacific region.
- Report on desk research and analysis of the regional blue economy responses, including identifying data gaps, opportunities and priorities for action.
- 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);
- 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 development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

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Required Degree Level
Bachelor degree or equivalent

Education - Additional Comments
Minimum 1 year of relevant professional experiences for bachelor’s degree, preferably in the field of Social Sciences, International Relations, Environment studies, Business Administration, Public Administration, Political Sciences, Marine Studies or related field.

Required experience
0 months

Experience Remark
- Demonstrated interest and/or 1 year experience in climate change mitigation and adaptation, blue economy, marine plastic debris, good maritime governance areas.
- Motivated to contribute towards peace and development and to serve others;
- Good interpersonal, networking and communication skills, research and analytical thinking;
- Willingness to contribute and work as part of a team;
- Flexible and open to learning and new experiences;
- Respect for diversity and adaptability to other cultures, environments and living conditions;
- Fluency in spoken and written English required.
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).
- Currently resides and is a citizen of Fiji

Language
- English (Mandatory) , Level - Fluent

Area of Expertise
- Other civil society or community development experience Optional

Area of Expertise Requirement

Need Driving Licence
No

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Ethics and Values
- Integrity
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

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 and final repatriation (if applicable).

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**

FJIR000121-8997

**Application procedure**

Eligible candidates must be between 18 and 29 years of age throughout the duration of their service.

* 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.

This is a national UN Volunteer assignment, therefore only nationals of Fiji and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

**Application deadline:** 23 March 2021

**doa.apply_url**

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

**Disclaimer**

*United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to diversity.*

We are *inspiration in action*

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to achieving diversity in terms of gender, nationality and culture.