General Information

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Georgia</th>
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</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>UNWomen</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>until 14-09-2021</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>Sukhumi [GEO]</td>
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<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
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Assignment Place Remark

Living Conditions

Sukhumi is family duty station and has been assigned with the security level III. Sukhumi is the capital of the breakaway region of Georgia – Abkhazia and is located on a wide bay of the eastern coast of the Black Sea. It serves as a port, rail junction and a holiday resort and is known for its beaches, sanatoriums, mineral-water spas and semitropical climate. Sukhumi has a humid subtropical climate, that is almost cool enough in summer to be an oceanic climate. The city is served by several trolleybus and bus routes. Sukhumi is connected to other Abkhazian towns by bus routes. Around 67% of papulation consists of ethnic Abkhaz’s, with the population of some other ethnic groups like Russians, Armenians, Greeks and Georgians. Sukhumi hosts the presence of international community.
Assignment Details

Assignment Title: Networking and Partnership Development Officer

Organizational Context & Project Description

UN Women in close cooperation with UNHCR and other agencies residing in Sukhumi has been supporting initiatives related to the prevention, response and ending the Violence against Women and Girls in Georgia-Abkhazia since February 2017. The continuous initiative has been implemented by UN Women and the local CSOs based in Sukhumi and Gal. The UN Women-led initiative is targeting women and girls residing in the whole Abkhazia, including returnees, refugees, asylum seekers and stateless persons (in cooperation with UNHCR), and is aimed at providing essential services such as psychological and legal advice and support to victims and survivors of gender based violence through a hot-line and CSOs-run crisis centers. Currently, with UN Women’s support two such centers are offering their services, one in Sukhumi and one in Gal. In 2021 UN Women plans to support an extension of these services through additional two crisis centers. In addition, UN Women together with FAO explores opportunities for women’s economic empowerment, targeting women survivors of violence and domestic violence also women engaged in diary production, who are looking for economic independence and/or the improved income opportunities.

The UN Women Sub-Office in Sukhumi, where the UN Volunteer will be located, currently consists of two local UN Women personnel: Head of UN Women Sub-Office, and a assistance/driver, who are supported by UN Women programme, finance and operation staff based in the UN Women Office in Tbilisi. The UN Women Sub-Office in Sukhumi is co-located with other UN agencies, including UNHCR, UNDP and UNICEF and UNDSS.

Head of the Sub-Office is directly reporting to UN Women Representative in Tbilisi (this can be delegated to the Deputy Representative), and the UN Volunteer reports to the Head of the Sub-Office. The programmatic work of Sukhumi Sub-Office in the ending violence against women thematic area is guided by UN Women EVAW portfolio manager, while in the area of women’s economic empowerment is guided by UN Women WEE Programme Analyst both based in UN Women Tbilisi Office. The tasks and duties of UN Volunteer are agreed and clearly stipulated in an individual work plan, developed in a participatory manner and in coordination with the Head of Sukhumi Sub-Office and UN Women EVAW portfolio manager.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Within the delegated authority and under the supervision of EVAW Programme Analyst and Head of Sub-Office the UN Volunteer Networking and Partnership Development Officer will undertake the following tasks:

- Assist in negotiating agreements and setting up implementation mechanisms partners and ensure that agreements are established in conformity with financial rules and the latest instructions.
- Support the Head of UN Women Sub-Office in review the implementation and performance of project activities, including through appropriate physical monitoring to evaluate the projects by reviewing work plans, progress reports, budget, financial reports and expenditures; undertake field visits as required.
- Undertake proper collection, monitoring and use of baselines, standards and indicators needed to measure and analyze programme performance, trends and target interventions.
- Develop and conduct training sessions for grassroots’ women on women’s rights and gender equality topics.
- Use the existing tools to assess the technical soundness of the operation and generate data for evidence-based decisions at the country-level.
- Assist in ensuring compliance in issuance of audit certificates for Implementing Partners.
- Draft minutes from the meetings, the monitoring and other reports (as specified in the individual work plan) to ensure proper documentation of project activities along with an impact and solutions achieved.
- Support establishment and maintenance of networking and cooperation among civil society organizations (CSOs) and volunteers working on GBV and related issues.
- Support the Head of Sub-Office in coordinating UN Women/UNHCR initiatives with other UN Agencies located in Sukhumi;
- Liaise and coordinate with UN Women Office staff as per her/his duties in the individual work plan;
- Provide any other relevant support to the supervisor and/or the Head of Sub-Office, related to UN Women’s mandate and project aims, through performing other duties.
Qualifications/Requirements

Perform other duties and responsibilities as required.

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

- Improved knowledge about planning, programming, monitoring and reporting on the development initiatives.
- 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

Required Degree Level

Master degree or equivalent

Education - Additional Comments

- Advanced higher degree (Master’s or equivalent) in Social science, social work, gender studies, development studies or similar.

Required experience

24 months

Experience Remark

- At least 2 years of professional work experience at the national and/or international level in implementing development programmes, analyses of inequalities.
- Experience with project management in the area of Gender Equality is an asset, as is experience working in the UN or other international development organization.

Language

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

Area of Expertise

- Public information and reporting Mandatory

Area of Expertise Requirement

- Excellent oral and written skills in English and Russian; excellent drafting, formulation, reporting skills;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines.

Need Driving Licence  No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Creativity
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- 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:


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 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**

GEOR000097-7545

**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: 10 December 2020**

[doa.apply_url](https://vmam.unv.org/candidate/show-doa/R0VPUjAwMDA5Nw==)

**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.*