UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

GHAR000336--Innovation 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>Ghana</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
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<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>01-06-2020</td>
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<tr>
<td>Duty Station</td>
<td>Accra [GHA]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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Living Conditions

The UN Volunteer will be based in Accra, Ghana which is currently classified as hardship category B and a family duty station. This confirms that transport, medical, education and other services are at a reasonable level compared to other countries in the region.

The cost of living in Ghana is higher than new arrivals may expect. Ghana’s capital city, Accra, ranked as the 63rd most expensive city to live in out of the 209 cities analysed in the 2018 Mercer Cost of Living Survey. The ability to live and work in conditions of developing countries is essential.

The cost of accommodation in Ghana is relatively expensive and may take up most of a volunteer’s budget. Household utilities and communication technology are also relatively costly. Supermarkets exist in Accra, but consumer items are generally very expensive (as majority of items are imported). For food, local...
markets offer a much cheaper alternative. Regarding accommodation and food, houses and apartments can be rented from 600$ to 1000$ per month and meals at the restaurant cost between 8$ and 50$.

Most modes of public transport in Ghana, including trains, buses and tractors (informal mini-bus taxis), are inexpensive but can be erratic and unreliable. For this reason, most expats living in Ghana opt to drive their own vehicle or hire a driver to transport them daily. However, the cost of purchasing a reliable car is quite high, and petrol prices are steadily increasing although it’s still relatively cheap when compared with other countries. Uber is offering a reasonable and reliable alternative.

The cost of public healthcare in Ghana is low, especially since the introduction of the National Health Insurance Scheme (NHIS). However, the quality of treatment offered by public hospitals in Ghana does not meet the standard that most expats are accustomed to. Private health care is a good option. Certain vaccinations are mandatory for UN personnel to enter Ghana, while others are compulsory for all other incoming persons. It is possible for incoming UN personnel, including UN volunteers, to be asked to provide proof of some or all vaccinations at the Kotoka International Airport, for example yellow fever vaccination, though this is unlikely. All UN Volunteers must ensure that they are up-to-date with all appropriate vaccinations, which should be clearly and properly endorsed in the International Certificate of Vaccination (“carte jaune”). Malaria is present virtually throughout the Ghana, and it is therefore recommended to take prophylaxis. The UN clinic is based in the UNDP compound and accessible for UNVs.

At sea level, the climate of the country is tropical-hot and humid with average yearly temperatures of about 27oC (80oF) and little daily variation. At the interior’s higher altitudes, the average yearly temperature is 20oC (68oF), and nights are generally cool. Annual rainfall varies from 500 centimetres (200 in.) on the southwestern slopes to 100 centimetres (40 in.) in the northern lowlands. The rainy season runs from October to May. The total population of Ghana is about 26,000,000. Ghana is a Greenwich Mean Time (GMT) country.

Assignment Details

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<tr>
<th>Assignment Title</th>
<th>Innovation Officer</th>
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<tr>
<td>Organizational Context &amp; Project Description</td>
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The Accelerator Labs are UNDP’s new way of working in development. Together with our core partners, the State of Qatar and the Federal Republic of Germany, 60 labs have been set up to work with national and global partners to find radically new approaches that fit the complexity of current development challenges.

The labs will transform our collective approach by introducing new services, backed by evidence and practice, and by accelerating the testing and dissemination of solutions within and across countries. Sense-making, collective intelligence, solutions mapping, and experimentation will be part of the new offer from UNDP to governments.
Together with partners, the Labs will analyze challenges within local contexts to identify connections and patterns in search of new avenues of work to act effectively in addressing wicked development challenges.

The Ghana Accelerator Lab is one of 60 Labs that have been set up to identify grassroots solutions to development issues, test and iterate to find out what works, and connect innovators with partners, and other stakeholders that can help grow these innovative solutions.

The UN Volunteer will work in close collaboration with the Heads of Experimentation, Exploration and Solutions Mapping, the operations teams, programme staff in other UN Agencies, UNDP Regional and HQs staff and Government officials, multi-lateral and bi-lateral donors and civil society in Ghana.

**Sustainable Development Goals**

**13. Climate Action**

**Task description**

Under the direct supervision of the Heads of the Accelerator Lab, the UN Volunteer will undertake the following tasks:

The successful candidate will play a key role in supporting the Heads of Exploration, Solutions Mapping and Experimentation in the Ghana Accelerator Lab.

**Experimentation:** To support the delivery of a portfolio of experiments in priority areas identified by the Ghana Accelerator Lab including waste-management and digitisation. This will include:

- Liaising with external contacts to arrange field work visits to both urban and rural areas in Ghana.
- Assisting with field work as required.
- Supporting the analysis of qualitative and quantitative data. Opportunities for training will provided.
- Assisting with the dissemination of the outcomes of the experiments including drafting of reports and blogs, and the use of social media channels such as Twitter and YouTube.

**Exploration:** To assist in developing a comprehensive understanding of innovative grassroots solutions, emerging issues and trends across each of the priority areas identified. This will include:

- Reviewing the established and emerging literature to identify key areas the Accelerator Lab should be focused on.
- Liaising with external contacts as required to assist the Head of Exploration in horizon-scanning activity.
- Assisting with the identification of grass-roots innovations and thinking.
- Assisting with the identification of alternative sources of data and presenting insights.
- Assisting with the mapping of potential partners across both the public and private sectors.

**Solutions Mapping:** To support activities relating to community outreach and engagement, for example with Universities, volunteers, in order to map and document potential solutions to development challenges.
To assist with design of participatory methods for conducting field research including processes of cultural and behavioural analysis.

Support processes to translate research findings into potential solutions and insight.

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

- Contribute to a dynamic and innovative accelerator lab which is aware and responsive to emerging trends and tests what works in practice
- Develop a knowledge base of issues, partnerships and solutions to inform decisions on the work of the Accelerator Lab and the Country Office more broadly
- Efficient and effective mobilization of resources for fieldwork
- A dynamic and responsive approach to communicating the Lab’s activities and successes using a broad range of media channels, and through proactive collaboration with the Country Office’s communications team.

- 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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<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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<tr>
<td>Education - Additional Comments</td>
<td>Bachelors Degree in Social Sciences, Development Studies, Humanitarian Action, International Relations, Political Sciences or related field or equivalent.</td>
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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

28 Feb 2020
Required experience 24 months

Experience Remark

Experience in programme management, coordination of strategic processes and/or policy-level analysis. Experience in the usage of computers and office software packages (Word, Excel, PowerPoint), experience in handling of web-based management systems is required.

Language
- English (Mandatory), Level - Fluent

Area of Expertise
- Other development programme/project experience Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Communication
- Creativity
- Ethics and Values
- Integrity
- Leadership
- Planning and Organizing
- Professionalism
- Self-Management
- 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  
GHAR000336-6477

Application procedure

Prerequisites

This assignment is funded by the Government of Korea, only Korean nationals who have not yet served as a UN Volunteer specialist funded by Korea are eligible to apply. Former UN Youth Volunteers and UN University Volunteers are eligible to apply.

Selection process

Only shortlisted candidates will be contacted. The selection will be done by the UN Host Entity at the level of the country of assignment. Interviews are scheduled to be conducted by the UN Host Entity between 14 April and 8 May. Usually these interviews are competency-based.

How to apply

Please apply via the link below. You can then either log in if you already have an account or register via ‘Candidate Signup’.
You may apply to a maximum of three assignments per advertisement and indicate your order of preference in the ‘Additional Remarks’ section of your profile.

**Application deadline: 22 March 2020**

You may apply to a maximum of three assignments per advertisement and indicate your order of preference in the ‘Additional Remarks’ section of your profile.

Application deadline: 22 March 2020

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.