GUYR000135--Development Coordination Officer, Partnerships and Development Finance

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>Guyana</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>Resident Coordinator Office</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>01-05-2020</td>
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<tr>
<td>Duty Station</td>
<td>Georgetown (GUY) [GUY]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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</tbody>
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Living Conditions

Located in the Northern part of South America, Guyana, the “land of many waters” is a unique blend of Caribbean and South American culture and history.

With 965 miles of navigable rivers, 83% of Guyana is covered by pristine rainforest. The country is bordered by the Atlantic Coastline on the northeast, Venezuela on the west, Suriname on the east and Brazil on the West and South. The national language in Guyana is English. With an area of approximately 214,969 square kilometres, close to 90% of the population of approximately 736,000 people (2012 Census) live along the Atlantic coast.

Guyana is known as the land of six peoples. This ethnic mix reflects the country's unique history and can
be witnessed in its rich culture, diverse food offerings and the local Creole language.

The country is treated to high temperatures and bright sunshine almost all year round. Other than serious flash floods which take place in the rainy season between May and June, the country is sheltered from extreme weather conditions. In the capital city, Georgetown, temperatures remain consistent with average highs of 34°C and rarely dip below 20°C. Georgetown, the capital, has expanded dramatically through the years and is divided into three regions: Central Georgetown that includes the business district as well as the seat of the federal Government; Greater Georgetown, that contains some of the most luxurious metropolitan neighbourhoods; and South Georgetown, a poor area along the eastern bank of the Demerara River.

Georgetown has changed substantially in the past 3-5 years. Bars, restaurants, movies, malls and imported goods can be easily accessed. The city is generally safe but like other countries, there are some areas that should be avoided or precaution is taken when entering.

Rent for an apartment is between USD 250–1500 depending on the area and monthly living expenses range from USD 250 – 400 including transportation, food and miscellaneous expenses.

Guyana is a unique country. It provides for an interesting and enriching environment, but requires a mature level of cultural awareness and commitment to make life comfortable and affordable.

Assignment Details

**Assignment Title**
Development Coordination Officer, Partnerships and Development Finance

**Organizational Context & Project Description**

With the 2030 Agenda for Sustainable Development at its core, and in response to the General Assembly resolution 71/243 on the quadrennial comprehensive policy review of operational activities for development of the United Nations system, the UN Secretary General’s report (December 2017) “Repositioning the United Nations development system to deliver on the 2030 Agenda: our promise for dignity, prosperity and peace on a healthy planet” puts forward a comprehensive proposal on further improvements to the resident coordinator system to ensure more coherent, accountable and effective support for the 2030 Agenda. This was further reinforced by General Assembly resolution 72/729 of 1 June 2018, which gave the Secretary-General the mandate to implement the repositioning. This post is part of this new generation of resident coordinator office, with the new skillset and competencies required to deliver on the 2030 Agenda. The position is located in the United Nations Resident Coordinator’s Office (RCO) in Georgetown, Guyana.

**Sustainable Development Goals**

8. Decent work and Economy Growth

**Task description**
Within the delegated authority and under the overall supervision of the UN Resident Coordinator and reporting to the Development Coordination Officer, Strategic Planning and RCO Team Leader the UN Volunteer Development Coordination Officer, Partnerships and Development Finance will be responsible for the following duties:

1. Provides substantive support for strategic planning for and coordination of UN Country Team (UNCT) partnerships.
2. Participates in joint resource mobilization for the UN Sustainable Development Cooperation Framework, which currently for Guyana is the UN Multi-country Sustainable Development Framework (MSDF) in the Caribbean 2017-2021.
3. Provides substantive support on financing for accelerating the achievement of the Sustainable Development Goals (SDGs).
4. Supports knowledge management and capacity development.

Description of Functions:

1. Assists with the provision of substantive support for strategic planning for and coordination of UNCT partnerships
   - Provides advice on the development and implementation of the UN Partnership Strategy in alignment with and support of the UN MSDF in the country;
   - Monitors and assesses the strategy at regular intervals to harness new emerging opportunities, to anticipate changes to the internal direction and external environment, and to make mid-term adjustments;
   - Provides substantive support to the Resident Coordinator (RC) and the UNCT in identifying risks and opportunities related to specific partnerships, and suggests mitigation measures as relevant;
   - Provides inputs on due diligence processes of potential investment and partnership opportunities, in accordance with UN regulations and procedures;
   - Provides substantive support to RC/UNCT to develop and implement locally-tailored partnerships and resource mobilization strategies and initiatives;
   - Contributes to dialogues with partners to improve development assistance policies and practice;
   - Plans and facilitates liaison and coordination with UN entities at country, regional and HQ levels, to help package and define UN business strategies, including differentiated value propositions, to attract partners, both traditional and non-traditional.

2. Participates in joint resource mobilization for the UN MSDF
   - Provides substantive support to RC/UNCT to develop and implement locally-tailored resource mobilization strategies and initiatives, and identify appropriate data and benchmarks to measure progress and success;
   - Monitors and analyzes existing resource mobilization partnerships and relationships, including those with high net worth;
• Plans and facilitates the design, formulation, implementation, monitoring and reporting of joint programmes and programming processes for use in joint resource mobilization;
• Provides substantive support for the production and distribution of marketing materials to raise awareness about opportunities for working with the UN on SDG investment;
• Contributes to building the UN brand via events, media and public relations opportunities targeted to the diverse partners, in close collaboration with the UN Communications, Information and Advocacy Group;
• Collaborates with other RC Offices in the Caribbean for joint resource mobilization initiatives under the UN MSDF.

3. Provides substantive support on financing for accelerating the achievement of the SDGs

• Provides substantive support on financing for development options, instruments, modalities to the RC/UNCT, in alignment with the Common Country Analysis (CCA), UN MSDF (and future UN Sustainable Development Cooperation Frameworks), MAPS (Mainstreaming, Acceleration and Policy Support) and similar processes;
• Analyzes trends and provides advice on new and innovative financing mechanisms for development and SDG acceleration;
• Provides inputs for briefing papers and discussion points on issues related to financing for development for consideration by RC/UNCT;
• Plans and facilitates engagements with external stakeholders - including the national government, international financial institutions, private sector and others - on financing for SDG acceleration;
• Undertakes the design and execution of innovative proposals to strengthen the UNCT engagement and reputation, and to generate greater financial resources in support of the SDGs;
• Assists in the establishment and management of the country-based SDG Fund, in close collaboration with UN Multi-Partner Trust Fund Office (where relevant).

4. Supports knowledge management and capacity development

• Plans and facilitates the development, maintenance and sharing of knowledge and intelligence, to ensure RC/UNCT are informed and positioned to effectively generate and harness opportunities to meet its resource mobilization targets;
• Contributes to knowledge networks and communities of practice at national, regional and global levels;
• Undertakes activities to strengthen the capacity of UNCTs to mainstream and promote SDG investment partnerships;
• Provides substantive support for the discovery, evaluation and selection of partnership opportunities at the sourcing and origination stages;
• Collaborates with other RC Offices in the Caribbean for joint knowledge management and capacity development initiatives under the UN MSDF.

• Any other related tasks as may be required or assigned by the supervisor.
Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- 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 self-reports on UN Volunteer actions, results and opportunities.
- 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.

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

- As an active Resident Coordinator’s Office team member, efficient, timely, responsive, client-friendly and high-quality support rendered to the Resident Coordinator’s Office and its beneficiaries in the accomplishment of her/his functions, including:
  - Providing substantive support for strategic planning for and coordination of UN Country Team (UNCT) partnerships.
  - Participating in joint resource mobilization for the UN Multi-country Sustainable Development Framework (MSDF) in the Caribbean 2017-2021.
  - Providing substantive support on financing for accelerating the achievement of the Sustainable Development Goals (SDGs).
- 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
Required Degree Level
Master degree or equivalent

Education - Additional Comments
Advanced university degree (Master’s degree or equivalent degree) in business or public administration, sustainable development, social sciences, education or related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Required experience
60 months

Experience Remark
A minimum of five years of progressively responsible experience in providing strategic support to partnerships, project/programme management, resource mobilization or development finance in the context of development cooperation or related area is required. Work experience in partnerships and development finance in Guyana is desirable.

- Other desired/mandatory required technical knowledge
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;

- 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;
- 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;
- Sound security awareness;
- Have affinity with or interest in national development initiatives, volunteerism as a mechanism for volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.
durable development, and the UN System.

Language
- English (Mandatory), Level - Fluent
- AND - Spanish (Optional), Level - Working Knowledge

Area of Expertise
- Resource mobilization, partnership and donor coordination Mandatory
- Development programme/project administration Mandatory

Area of Expertise Requirement

A minimum of five years of progressively responsible experience in providing strategic support to partnerships, project/programme management, resource mobilization or development finance in the context of development cooperation or related area is required. Work experience in partnerships and development finance in Guyana is desirable.

Need Driving Licence
No

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- 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$ 1,651. 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  GUYR000135-6577

Application procedure

* Not yet registered in the UNV Talent Pool?
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?
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.

Application deadline: 26-Mar-2020 - 23:59hrs, Germany time
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.