UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

IDNR000146--Prevention of Overweight Programming 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>Indonesia</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Children's Fund</td>
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<tr>
<td>Volunteer Category</td>
<td>National 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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<td>Expected Starting Date</td>
<td>23-03-2020</td>
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<tr>
<td>Duty Station</td>
<td>Jakarta [IDN]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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Living Conditions

The position will be based in the capital, Jakarta, where basic living needs, including accommodation, banking facilities, medical facilities and telecommunications/internet services are readily available. All staple foods can be found in the markets, e.g.: rice, meat, vegetables, fruit, cooking oil, salt, etc. Many imported goods are available in Jakarta and other places throughout Indonesia. Jakarta has many good restaurants with good health standards and most guesthouses provide food. In Indonesia the most used means of transportation are taxi or local bus. Mobile phone is the most dependable tool to be in-touch with colleagues and friends. Internet service is readily available and affordable at most apartment complexes. ATMs are everywhere in Indonesia and Western cards can usually be used to withdraw Indonesian Rupiah.

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her
own housing and other living essentials. National UN Volunteers are part of the meticulous insurance plan.

Assignment Details

Assignment Title
Prevention of Overweight Programming Officer

Organizational Context & Project Description

UNICEF Indonesia Country Office consists of four programmatic clusters (Child Survival and Development, Education, Child Protection, Social Policy) as well as other clusters (Programme Monitoring and Evaluation, Communications, Private Fundraising and Partnerships, Operations). The Nutrition unit within which the UNV will be working is part of the Child Survival and Development cluster and currently consists of six international and national staff members in Jakarta as well as four national staff members in UNICEF field offices in Banda Aceh, Surabaya, Kupang and Papua. The Nutrition unit currently works on six programming areas, namely, i) stunting reduction and other coordination, ii) complementary feeding and maternal nutrition, iii) adolescent nutrition, iv) Integrated Management of Acute Malnutrition, v) Prevention of overweight, and vi) Nutrition in Emergency. The role of the Nutrition unit is to provide supervisory oversight, coaching and mentoring as required for the UNV. Apart from the Nutrition unit and other clusters within UNICEF, the UNV is expected to work very closely with Nutrition Directorate and Family Health Directorate of Ministry of Health, Bappenas, Ministry of Education, Persagi (national nutrition association), World Food Programme and other partners and organizations that have a stake at obesity prevention and the nutrition of school-age children.

Sustainable Development Goals
2. Zero Hunger

Task description

Under the direct supervision of Nutrition Officer, the UN Volunteer will undertake the following tasks:

- Support knowledge management efforts of the overweight prevention portfolio, such as the development of the landscape analysis of policies, programmes, literature and stakeholder mapping for overweight prevention. This includes knowledge management by gathering required data, information, documents and other relevant materials and organizing them in a systematic manner. The UNV is also expected to support in organizing and preparing meetings with government stakeholders and other partners for consultation and coordination purposes.
- Support the development of the nutrition education literacy package for primary school children. This includes organizing meetings, coordination, advocacy and engagement with government and other partners, supporting the preparation and execution of field testing, translation/interpretation between English and Bahasa Indonesia, as well as support to reporting/documenting meetings and activities.
- Support any field work required outside the office through preparation, coordination, execution of activities in the field and compiling reports.
- Support the establishment of obesity prevention coordination platform by networking with external
partners, gathering information on partners’ interests and agendas, preparing meetings and coordinating with government and other partners as appropriate.

- Support the process of developing a design of the obesity prevention pilot programme by providing logistic and administrative support as well as contributing to the consultative processes for designing and planning.
- Support other tasks required for the obesity prevention programme or by other members of the nutrition team.

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

- Knowledge management and analytic skills will be strengthened to contribute to policy dialogues, policy changes and formulation and programme design for overweight prevention for Indonesia
- The landscape review of obesity-related policies and programmes will be finalized, which will guide the development of obesity prevention strategy note for Indonesia
- Programme planning, design and budgeting skills will be strengthened through contributing to the designing of the obesity prevention pilot programme

- 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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<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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<tbody>
<tr>
<td>Education - Additional Comments</td>
<td>Nutrition, Public Health</td>
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<tr>
<td>Required experience</td>
<td>24 months</td>
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</tbody>
</table>
Experience Remark

- Past experiences working as a volunteer in his/her community or other areas in the field of nutrition, health, or public health more generally would demonstrate their willingness to improve the well-being of the Indonesian population and their motivation to contribute to the betterment of the community.
- Prior volunteering experiences at the community level and prior experiences in engaging with national and sub-national government preferable.
- Comfortable in navigating ambiguity and working in a self-directed culture.
- Highly mobile - willing to travel to various areas in Indonesia (and beyond)
- Good interpersonal skills.
- Flexible and open to learning new experiences.

Language

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

Area of Expertise

- Public health Mandatory
- Other development programme/project experience Mandatory
- Knowledge management, archiving and documentation Mandatory

Area of Expertise Requirement

Research, policy analysis, knowledge management, programme management

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
Conditions of Service and other information

Conditions of Service:

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

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.

Application Code IDNR000146-6216

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.

Watch this video for the specific steps you must follow to register on the UN Volunteers’ Global Talent Pool https://www.youtube.com/watch?v=VT5uJ_FOLWU
This is a national UN Volunteer assignment, therefore only nationals of Indonesia and legal residents in Indonesia with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 20 February 2020

doa.apply_url

https://vmam.unv.org/candidate/show-doa/SUROUjAwMDE0Ng==

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.