UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

JAMR000036--Social Policy Specialist

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>Jamaica</th>
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</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Children's Fund</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>
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<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>01-09-2019</td>
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<tr>
<td>Duty Station</td>
<td>Kingston [JAM]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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<tr>
<td>Assignment Place Remark</td>
<td>Family assignment</td>
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Living Conditions

Jamaica ranks 96th among 187 countries with a Human Development Index of 0.7198 as at 2014 and is regarded as an upper middle-income country.

Jamaica has a total population of approximately 2.9 million inhabitants and Kingston is its capital city. Living conditions are relatively good depending on the location. There are several international franchises and established local companies that will find the right accommodation for expatriates at reasonable prices and colleagues in the international community are also a good reference point for housing and
other related services. There is a good supply of water and electricity supply island wide. Kingston offers excellent food and dining options from casual dining experiences to fine restaurants. Banks and ATMs are available to meet financial needs. The currency used is the Jamaican Dollar (JMD) and the rate of exchange with the United States Dollar is USD1.00: JMD 133.85 (the rate fluctuates daily). Credit cards and traveller’s cheques are widely accepted. The USD is a legal tender and a number of businesses will accept payment at the prevailing rate of exchange. The USD can be changed at local commercial banks and Cambios. Hotels and Restaurants accept payments via USD and Master and Visa cards.

Kingston is located on the south eastern coast of the island and this is where the UN agencies are based. Jamaica has a tropical climate, specifically a tropical wet-and-dry climate, that borders on a hot-semi arid climate, characterised by a wet season from May to November, which coincides with the hurricane season, and a dry season from December to April. During the dry season, there is limited water access. However, cold and stationary fronts occur at this time, and often bring heavy showers, especially in March. Kingston is on a coastal location, hence it comes under the influence of the sea, though dense urban development can negate this effect. In the 21st century, Kingston has experienced temperatures as high as 38.8 °C (102 °F) and as low as 13.4 °C (56 °F).

The majority of economic activities take place within Kingston as most government ministries are located in the city. The high population density (662,426) of the capital city contributes to stimulating much of Jamaica’s local economy. Jamaica has a well-established banking system and all major credit cards are accepted as a means of payment for commercial transactions. Kingston is also the island’s main transportation hub and its largest seaport. Public transportation as well as private taxis are readily available and easily accessible at generally quite low fares.

The incumbent will be based at Kingston, Jamaica which is designated a Hardship Category “A” duty station. No special precautions or conditions apply to staff members locating to this duty station.

Housing conditions are of varying quality depending on the area. Travelers to Jamaica are advised to take normal security precautions required in larger cities and will receive a security briefing upon arrival to note areas to avoid.

Jamaica has a rich and diverse culture blended from around the world. The official language of Jamaica is English; however, one is most likely to hear the local dialect, Patois. Jamaica has over 16 public and six private hospitals located around the island.

There are several good schools in Jamaica at all levels. In addition, there are over 50 tertiary institutions presently operating in Jamaica, which are either publicly or privately owned.

Assignment Details

<table>
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<tr>
<th>Assignment Title</th>
<th>Social Policy Specialist</th>
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Organizational Context & Project Description

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

16 Aug 2019
The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated.

UNICEF Jamaica is hiring a UNV to support the Social Inclusion programme component to strengthen national systems to effectively address multiple deprivations affecting the most vulnerable boys and girls, through adequately funded social investments and rights-based quality social policies and programmes.

During the 2017-2021 cycle, the Country Office (CO) will prioritise support to strengthening outreach of social protection programmes and ensure access to the poorest and most disadvantaged children, with a special focus on children with disabilities.

**Sustainable Development Goals**

10. Reduced Inequalities

**Task description**

Under the guidance of the Deputy Representative, the Social Protection Specialist will complete the following tasks:

1. **Support UNICEF Jamaica Social Protection Programme Development and Planning**
   - Support planning and/or provide technical assistance and operational support to set UNICEF Jamaica social protection program priorities, strategies, design and implementation plans
   - Provide technical assistance and oversight on UNICEF supported studies /assessments related to social protection and social inclusion.
   - Promote critical thinking and innovative approaches and good practices for sustainable social protection programs/projects initiatives through advocacy and technical advisory services
   - Conduct a review of social protection programme PATH parental education initiative tools and support the inclusion of additional modules related to Violence Against Children (VAC) and support to parents with children with disabilities.

2. **Support UNICEF Jamaica to strengthening social protection coverage and impact for children**
   - Provide inputs to the development of social protection policies, legislation and programmes with attention to increasing coverage of and impact on children, with special attention children with disability. Identifies, generates and presents evidence to support this goal in collaboration with partners.
   - Promote strengthening of integrated social protection systems, providing technical support to partners to improve the design of cash transfers and child grants and improve linkages with other
social protection interventions such as health insurance, public works and social care services as well as complementary services and intervention related to nutrition, health, education, water and sanitation, child protection and HIV.

- Support national efforts to build child-sensitive shock responsive social protection systems in humanitarian settings and support UNICEF preparedness and coordination to ensure resilience and responsiveness of the systems.
- Support Counsel of People with Disability ongoing efforts to identify and register children with disabilities.

3. Support to conduct child-sensitive public finance analysis

- Support the identification of policy options for improved domestic financing of child-sensitive social protection interventions.
- Provide technical assistance and oversight to ongoing budget analysis to inform UNICEF’s advocacy and technical assistance to improve equitable allocations for essential services for children.
- Works with sector colleagues to build capacity to undertake costing and cost effectiveness analysis on priority interventions to help inform policy decisions on child-focused investments.

4. Advocacy, networking coordination and partnership building

- Support Jamaica Country Office to build and strengthen strategic partnerships through networking and advocacy with local/national government, UN system agency partners, donors, internationally recognized institutions, NGOs, funding organization, research institutes and private sector to reinforce cooperation and/or pursue opportunities to promote goals and achieve sustainable and broad results on social protection.
- Support the preparation of strategies and implementation plans and activities for maximum communication impact and outreach to promote awareness, establish partnership/alliances for sustainable results and support fund raising for UNICEF and Country Office Social Protection programs and emergency interventions.
- Ensure coordination of UNICEF interventions to support public health emergencies (e.g. Zika virus)
- Any other related tasks as may be required or assigned by the supervisor.

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
Tasks are not chronological and will require simultaneous management. The UNV will be required to produce a workplan and provide monthly reports with updates describing their contribution to the achievement of key activities described or other activities within the Social Policy portfolio of Jamaica Country office assigned to him/her. The consolidated report will be based on the outputs as agreed with the supervisor.

The UNV will be required to work on-site in Jamaica Country office and will be required to conduct field missions that will be defined in coordination with the Supervisor.

- 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>Bachelor degree or equivalent</th>
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<tr>
<td>Education - Additional Comments</td>
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<tr>
<td>Bachelor’s degree in Economics, Public Policy, Social Sciences, Political Science, or another relevant technical field</td>
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<tr>
<th>Required experience</th>
<th>24 months</th>
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<th>Experience Remark</th>
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<tr>
<td>Working experience in Gender study and or child protection is an asset</td>
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<td>Working experience in an International organization in a developing country is considered an asset</td>
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<tr>
<td>Knowledge and experience on child sensitive, resilience/Disaster Risk Reduction (DRR) is an asset.</td>
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<td>Knowledge and working experience on Public Finance is an added asset.</td>
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<tr>
<td>Excellent oral and written communication skills.</td>
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<td>Proven ability to write proposals, project agreement documents.</td>
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<td>Ability to research, analyze, evaluate and synthesize information.</td>
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<td>Ability to express clearly and concisely, ideas and concepts in written and oral form.</td>
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<td>Proven skills in communication, networking, advocacy and negotiation</td>
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<tr>
<th>Language Skills</th>
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<tbody>
<tr>
<td>English (Mandatory) , Level - Fluent</td>
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<tr>
<th>Area of Expertise</th>
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<tr>
<td>Social inclusion Mandatory</td>
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• Disaster risk reduction Optional

Area of Expertise Requirement

Development/humanitarian work with focus on social policy, social protection and public policy

Need Driving Licence: No

Competencies & Values

• Adaptability and Flexibility
• Commitment and Motivation
• Commitment to Continuous Learning
• Communication
• Integrity
• Planning and Organizing
• Professionalism
• 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...

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**  JAMR000036-5154

**Application procedure**

If you have not yet registered in the UNV Talent pool, please apply by registering your profile at [https://vmam.unv.org/candidate/signup](https://vmam.unv.org/candidate/signup).

Important: Once you have created your UNV account by validating your email address, please complete all sections of your profile. Go to ‘My Page’ section of your profile, click on the ‘Special Calls’ hyperlink and select the special call you would like to apply. If you are registered in the UNV database, please update your profile at [https://vmam.unv.org/candidate/profile](https://vmam.unv.org/candidate/profile) Go to ‘My Page’ section of your profile, click on the ‘Special Calls’ hyperlink and select the special call you would like to apply.

**Application deadline: 16-08-2019**

**Disclaimer**

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals.

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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.