UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

LBRR000156--Partnership and Coordination 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>Liberia</th>
</tr>
</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 06-01-2021</td>
</tr>
<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>06-01-2020</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Monrovia [LBR]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
</tr>
</tbody>
</table>

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Living Conditions

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$ 1,602. 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.

Assignment Details

<table>
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<tr>
<th>Assignment Title</th>
<th>Partnership and Coordination Officer</th>
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Organizational Context & Project Description

The UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women’s rights at the centre of all its efforts, the UN Women will lead and coordinate United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It will provide strong and coherent leadership in support of Member States’ priorities and efforts, building effective partnerships with civil society and other relevant actors. (www.unwomen.org)
Task description

Under the direct supervision of the Country Representative the Partnership and Coordination Officer will undertake the following tasks:

- Establish and maintain an open communication of the Liberia office with partners to implement commitments;
- Communicate UN Women Liberia vision and strategic goals and develop tools to follow up on the good understanding of the vision and missions of the organization;
- Network with national partners, the government, Civil Society Organization, to engage them in gender equality intergovernmental processes at regional and global levels (CSW, Beijing +25, Post-2015 Development Agenda, etc.);
- Update the current UN Women data base of contacts/partners that can be leveraged to deliver on key objectives of the Annual Work Plan when required;
- Develop a tool and methodology for assessment of donor partners in Liberia, including focus areas for the development assistance to Liberia;
- Draft report/s on findings from the assessment, including opportunities and challenges on donor engagement and prioritization of gender in their development assistance frameworks – including drawing from recently completed analysis;
- Facilitate dissemination sessions on findings and recommendations derived from the donor partners mapping and assessment;
- Facilitate the overall reportage of the activities as assigned and all events associated with them and prepare Briefing Notes;
- Facilitate consultations with donor partners on strategic priorities to advance the empowerment of women, as aligned to the national development priorities, and other relevant policies, strategies, and plans;
- Develop a Donor Support Framework and Action Plan, drawing from the ongoing processes at the national and subnational levels, as well as from findings and recommendations from donor mapping;
- Strengthen coordination mechanism and accountability on gender results including within UN as well as among development partners, government ministries and the civil society.
- Support the Revitalization of the donor partner’s forum on gender, including facilitation of dialogues and meetings;
- With support from UNCT and RCO facilitate the smooth functioning of the UN Gender Theme Group;
- Support smooth functioning of the UN Women Civil Society Advisory Group;
- Contribute to the process to establish the National Gender Forum, as part of the Gender Sector Support Programme;
- Develop and disseminate knowledge products on coordination especially with regards to UN Women’s role to this process.

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

Deliverable(s):

- Mapping of donors completed and report finalized on the status of donors in Liberia, as well as priority areas for UN Women consideration in further engaging with various donors. This will also inform the preparation and finalization of the Resource Mobilization Strategy for UN Women Liberia;
- Plan of Action developed and sessions conducted with donors to buy-in the plan as well as make commitments made to support the effective implementation of the Plan;
- Smooth functioning of established mechanisms for partnerships and coordination – particularly the Donor Partners Forum on Gender the UN Gender Theme Group and the UN Women Civil Society Advisory Group;
- Support the process of establishment of the National Gender Forum;
- Knowledge products and materials including briefing notes on coordination, partnerships, and joint programming developed and disseminated at various levels.

- 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

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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<tbody>
<tr>
<td>Education - Additional Comments</td>
<td>Master’s Degree or equivalent in Law, Social Sciences, International Relations, Political Science or Related fields</td>
</tr>
<tr>
<td>Required experience</td>
<td>60 months</td>
</tr>
<tr>
<td>Experience Remark</td>
<td></td>
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</tbody>
</table>
Minimum of 5 years of relevant experience at the national or international level in development and international issues;

Experience in partnership, coordination, and resource mobilization with a background in the analysis of socio-economic issues and related policy matters;

Experience in the usage of computers and office software packages, experience in handling of web based management systems.

Language

- English (Mandatory), Level - Fluent
- AND - French (Mandatory), Level - Working Knowledge

Area of Expertise

- Rule of law, judicial and national legal system reform Mandatory
- Development programme management Mandatory
- Resource mobilization, partnership and donor coordination Mandatory

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Need Driving Licence

- No

Competencies & Values

- Commitment to Continuous Learning
- Integrity
- Respect for Diversity

Conditions of Service and other information

Condition of Service

Click here to view Conditions of Service

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Application Code

LBRR000156-5499

Application procedure

* Not yet registered in the UNV Talent Pool?

Please 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?

Please 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: 13-10-2019

doa.apply_url

https://vmam.unv.org/candidate/show-doa/TEJSUjAwMDE1Ng==
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.