UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MHLR000006--UN Country Coordination 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>Marshall Islands</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>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Majuro [MHL]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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Living Conditions

The Republic of Marshall Islands (RMI) consists of 29 remote coral atolls, each made up of small islets, and five single islands in the North Pacific Ocean region. These atolls are spread out over an area of approximately 750,000 million sq km, and consist of approximately 1,000 individual islets. The atolls are low-lying, averaging only about 2 meters above sea level and making up a total of 181 km² of land area. Generally, the atolls are long and very thin stretches of land, in which it is often possible to stand in the lagoon and see the ocean on the other side. As such, there are relatively few, if any, places of substantially varying or higher elevation.

RMI’s population is estimated to be about 60,000 inhabitants. The capital of Majuro, located on the Majuro Atoll, is densely populated with a population of about 25,400. It is facing many environmental challenges, including inadequate supplies of potable water and pollution of surface water from household...
The Marshallese people are well known for their strong emphasis on traditional culture. Cooperation and caring are vital characteristics for a geographically isolated and vulnerable people. Land serves as an important focal point for Marshallese culture and social organization. Land tenure in the Marshall Islands is customary; land is not viewed as interchangeable real estate, but instead as a foundation of national, cultural and personal identity and spirit. The continued health of the environment, including coastal ecosystems, is not merely a means to achieve important policy goals, but is also a part of the Marshallese collective culture and identity.

Assignment Details

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Organizational Context & Project Description

The UN Resident Coordinator (RC) provides leadership to the Pacific Joint UN Country Team and the UN’s programming work, as outlined in the UN Pacific Strategy, in support of national priorities. The RC has a team composed of national and international staff, forming the Fiji RC Multi-Country Office (RCO), and is based in Suva, Fiji. The RCO Fiji oversees 10 Pacific Small Island Developing States (Pacific SIDS or PSIDS), namely Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, The Republic of Marshall Islands, Solomon Islands, Tonga, Tuvalu, and Vanuatu. Twenty-six resident and non-resident UN entities are signatories to the UNPS and members of The Pacific Joint UN Country Team.

The RCO fulfils ten core coordination functions, namely strategic analysis and planning; oversight of the UN country programming cycle; representation of and support of UN Secretariat and UN agencies (incl. non-resident agencies); support to national coordination systems and processes; development and management of shared operational support services; crisis management preparedness and response; external communication and advocacy; human rights and development; joint resource mobilisation and fund management; and general UNCT oversight and coordination.

UN’s support to The Republic of Marshall Islands include regional and country focused programmes in the areas of Climate Change, Disaster Resilience and Environmental Protection; Gender Equality; Inclusive Growth, Equitably Basic Services; Governance and Community Engagement; and Human Rights. Most UN technical advisory assistance is provided from the office in Fiji; the current UN staffing in The Republic of Marshall Islands is approx. 5 international and national personnel.

The Country Coordination Specialist will be based in the UN Office in The Republic of Marshall Islands and report directly to the RC in Fiji. The work includes substantive collaboration with the team in Fiji as well as UN colleagues and national partners in The Republic of Marshall Islands. Tasks include but is not limited to support to strategic planning, coordination, monitoring and reporting of UN country level programming and partnership to advance on Agenda 2030 and the SDGs in line with national priorities.
Sustainable Development Goals 17. Partnerships For the Goals

Task description

Within the delegated authority and under the supervision of UN Resident Coordinator in Fiji or his/her designated mandated representative(s), the UN Volunteer UN Country Coordination Officer will:

1. Under the guidance of the RCO Team Leader and in close collaboration with the M&E Specialist in Fiji RC Multi-Country Office, ensure strategic planning, coordination, monitoring, and reporting of UN country level programming:

   - support the country level planning of UN programming aligned with the UN Pacific Strategy/UN Sustainable Development Cooperation Framework;
   - support continuous monitoring, population and analysis of country level indicator data to inform reporting as well as further programming and resource mobilisation;
   - Identify entry points for UN programming in support of national development strategies and the SDGs;
   - Provide country context information to results groups and other inter-agency working groups under the UNPS;
   - Support the RC and Pacific UNCT in identifying risks and opportunities related with specific partnerships and programming, and suggest mitigation measures as relevant;
   - Support UN’s accountability to national entities through reporting, dialogue and consultations as required;
   - Support facilitation of UN agencies’ correspondences and communication to national entities;
   - Support UN incoming missions with establishing contact with relevant entities, suggestion for mission programme, provide supporting materials;
   - Participate on behalf of the UN in development and coordination platforms.
   - Strategic inputs and technical support to policy integration work on Samoa Pathway and SDF for RCO in Government and stakeholders’ platforms.
   - In cases of humanitarian responses, under the guidance of the RC, liaise with relevant entities to support collaborative UN response and assistance.

2. Together with the Partnership and Development Finance Specialist based in Fiji RC Multi-Country Office strengthen partnership for resource mobilisation with country and regional level development
entities, including:

- Provide strategic guidance and support to development and implementation of locally tailored partnerships and resource mobilization strategies and initiatives to engage partners, both traditional and non-traditional, for example through analysis of UN financial data, Common Budgetary Framework details and national development budgets as relevant to The Republic of Marshall Islands;

- Ensure good understanding of all existing resource mobilization partnerships and relationships at the country level, including organising development partners/donor meetings;

- Support in development of partnership engagement for continuity;

- In alignment with the UN Sustainable Development Cooperation Frameworks and MAPS (Mainstreaming, Acceleration and Policy Support) and similar processes, provide technical and advisory support on Financing for Development options, instruments, and modalities to the RC and the UNCT;

- Analyze trends and provide advisory services on new and innovative financing mechanisms for development and SDG acceleration;

- Facilitate engagement with, and guide and support external stakeholders -including national government, international financial institutions and others – on Financing for SDG acceleration.

- Provide country context guidance in design and implementation of innovative proposals to strengthen the UNCT’s engagement and reputation, and to generate greater financial resources in support of the SDGs.

- Encourage country context in design, formulation, and implementation, monitoring and reporting of joint programmes, and joint programming processes amongst UN entities with a view for joint resource mobilization;

3. Together with the Communications Staff based in Fiji RC Multi-Country Office strengthen **Advocacy, External Relations, Communications** at the country level:

- In support of the UN Communications Strategy and the UN Communications Group, establish and build the UN brand via events, media and public relations opportunities targeted to the diverse partners. This could include lead country level commemorations of international days such as UN Day, Humanitarian Day, 16 Days of Activism and other globally established days as appropriate;

- Identify developments at country level which will require communications actions by the RC;

- Support the roll out of the UN75 Campaign

4. Together with Fiji RC Multi-Country Office Team ensure effective and efficient **Knowledge Generation**

**We are inspiration in action**

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
and Management advocating for country contexts;

- Manage the development, maintenance and sharing of knowledge and intelligence such as political, socio-economic and environmental development and communicate such, to ensure RC and Pacific UNCT are informed and well positioned to effectively generate and harness opportunities to advance on the Agenda 2030 as well as maintain political dialogue with member states;

- Coordinate country level UN meetings to facilitate information sharing amongst UN resident agencies, identify common areas of work and ensure areas of common concern are addressed appropriately;

- Provide briefings and information on UN’s activities and mandates as required to national entities;

- Develop briefing papers, talking points, speeches, concept notes, letters, presentations etc, on issues related to the country context for the RC and other colleagues as appropriate;

- Attend RCO Fiji Team meetings and other platforms to remain up-to-date on developments around the Pacific and share information and experience about the country context.

5. UN Coordination Office

- Support appropriate admin, finance and logistic processes of the coordination related aspects of the UN Office as per UN Regulations and Rules and in close collaboration with relevant UN entity and national counterparts

- Liaise with Area Security Coordinator and UNDSS staff to support UN personnel’s security and safety both at residence as well as workplace;

- Facilitate inputs to, and follow-up of, Operation Management Team tasks conducted at the country level as outlined in the Business Operations Strategy;

- Develop a work plan and budget related to coordination of UN activities in the country;

- Any other tasks assigned related to management of the Office.

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 RC Multi-Country Office team member, efficient, timely, responsive, client-friendly and high-quality support rendered to RC Multi-Country Office and its beneficiaries in the accomplishment of her/his functions, including:
  - UN inter-agency work in support of Solomon Islands national priorities and the UN Pacific Strategy to advance on the Agenda 2030 and the SDGs is maintained, strengthened, and documented.
  - Partnership with government, civil society, NGOs, development partners and UN agencies resulting in new entry points for cooperation
  - Strategic advocacy and communication include consideration to Solomon Islands context and outreach activities undertaken

- 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 Economics, Social Sciences, International Relations, Political Sciences or related field.</td>
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<tr>
<td>Required experience</td>
<td>60 months</td>
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<tr>
<td>Experience Remark</td>
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<td></td>
<td>5 years of relevant experience at the national or international level in providing management advisory services, hands-on experience in design, monitoring and evaluation of development projects.</td>
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<td></td>
<td>Experience in the usage of computers and office software packages, experience in handling of web-based management systems.</td>
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<tr>
<td>Language</td>
<td>English (Mandatory), Level - Fluent</td>
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<tr>
<td>Area of Expertise</td>
<td>Resource mobilization, partnership and donor coordination Mandatory</td>
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</table>
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
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- 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

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
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 MHLR000006-6219

Application procedure

* Not yet registered in the UNV Talent Pool?

First register your profile at [https://vmam.unv.org/candidate/signup](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](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](https://vmam.unv.org/candidate/profile).

Then go to 'My Page' at [https://vmam.unv.org/candidate/mypage](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:** 23 February 2020

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

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.