UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MMRR000107--Project Associate

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>Myanmar</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National 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>01-05-2020</td>
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<tr>
<td>Duty Station</td>
<td>Sittway (Sittwe) [MMR]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
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Living Conditions

Myanmar, officially the Republic of the Union of Myanmar, is a sovereign state in Southeast Asia bordered by Bangladesh, India, China, Laos and Thailand. One-third of Burma's total perimeter of 1,930 km (1,200 miles) forms an uninterrupted coastline along the Bay of Bengal and the Andaman Sea. The country has an estimated population of 51 million people. Myanmar’s capital city is Naypyidaw and its largest city is Yangon. The country is ethnically diverse. The government recognizes 135 distinct ethnic groups but the Bamar form an estimated 68% of the population. Most of them are Buddhists.

Temperatures in Myanmar can vary from place to place. In general, the Myanmar climate is hot throughout the year, with temperatures averaging 27 degrees Celsius or 80 degrees Fahrenheit. The months of March, April, and May the weather in Myanmar can be very hot and humid, especially around the coastal regions. This increase in temperature is caused by the onset of the rainy season. Despite the
hot temperatures, there are areas that can be quite pleasant.

Sittwe is the capital of the Rakhine State. The UN Security Level for Rakhine State (UN Security Area West) is Security Level 3 –Moderate. Currently there is no curfew in Sittwe. Sittwe is a category D, non-family duty station. All movements inside the country are regulated by the government and travel must be approved which has a domestic airport connected to Yangon, the capital with a daily flight. The security situation in Sittwe is safe though still fragile. International staff live either in the hotels or private houses in Sittwe. There is one government hospital situated in Sittwe town. However, there are very few medical facilities available, the hospital is only equipped with basic medical equipment.

Assignment Details

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<tr>
<th>Assignment Title</th>
<th>Project Associate</th>
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**Organizational Context & Project Description**

Myanmar has embarked on a major transition towards democracy, market style economy and peace. Myanmar has low middle-income status (LMIC) and is committed to lifting itself out of Least Developed Country (LDC) status within the next seven years. Following the implementation of the first ever UNDP Country Programme during 2013-2017 and as a key development partner of the government of Myanmar, UNDP will implement a new UNDP Country Programme for the period 2018-2022, striving to deliver on a large and relevant programme portfolio that is responsive to the main development challenges facing the country.

The UNDP Country Office in Myanmar is a key interlocutor and advisor to the union government on rule of law, institution building and accountability issues, and expanding its programme at the state, region and township levels in order to ensure stronger institutions at all levels of government as well as broader civic engagement as part of the effort to build and sustain peace.

The new UNDP Myanmar Country Programme (CPD) (2018-2022) has been finalized and a new structure country office structure has been established to support a more integrated and collaborative way of working to help Myanmar achieve sustainable development and sustained peace. The Country Office has aligned the new office structure with the new CPD and designed new ways of working that will facilitate more collaboration across the office, across the programme and projects, and from union level to sub-national level, and it has introduced an Area-Based Approach targeting five states and regions including Rakhine State.

The NUNV will work for UNDP Myanmar (Sittwe office, with regular travel throughout Myanmar) under its People & Peace Governance Outcome area. More specifically, the NUNV will be assigned to work in the Strengthening Accountability and Rule of Law (SARL) Project that partners with a variety of government counterparts in the fields of rule of law, parliament, anti-corruption, and human rights.
The SARL Project aims to strengthen institutional frameworks and capacities for accountability, on the
supply side, while empowering and engaging citizens in accountability mechanisms, on the demand side,
as well as to improve adherence to rule of law principles thus increasing public trust in government. The
project aims to address more effectively corruption through institutional strengthening of key government
institutions; supporting parliaments, at both Union and State and Regional level, to conduct stronger
oversight across government; and supporting increased citizen outreach and empowerment to demand
stronger accountability through engagement in mechanisms to hold institutions and service providers to
account. SARL’s key counterparts include: parliaments at the national and subnational levels, the Anti-
Corruption Commission, the Myanmar National Human Rights Commission, the Union Attorney General’s
Office, and the Office of the Supreme Court of the Union, in addition to partnerships with CSOs and other
UN agencies.

Sustainable Development Goals  16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the ROL & Gender Justice Officer, and overall guidance of Project
Manager, the Project Associate will support SARL Project’s operations and communications in Rakhine
State, carrying out the following tasks:

1. Support SARL’s activities in Rakhine State in the field of rule of law and Access to Justice. This will
   include supporting events, research processes, conducting monitoring and quality control, liaison
   with grantees and grants administration.
2. Support public awareness activities in on rule of law, access to justice, land rights, human rights,
   anticorruption, civil society support, gender equality issues - using media, advocacy, events and
   public information materials;
3. Increase awareness and understanding of SARL’s work to relevant beneficiaries, national authorities,
   local/national media and development partners through production of various public awareness
   materials;
4. In collaboration with Yangon based Monitoring, Reporting and Communication Officer, produce
   communication materials and/or oversee production of different types (including print, broadcast,
   internet, press kits, press releases, feature articles, web content, fact sheets, booklets, brochures,
   audio – visual materials, radio spots) to promote media coverage on priority issues or major events;
5. Manage the timely dissemination of all such public information and media materials;
6. Monitor, analyse and report on the media, current events, public opinion and press in order to
   provide briefings to SARL project staff on emerging issues and priority areas;
7. Support with translation of various media and communication materials from English to Burmese and
   Rakhine, and v.v.
8. If required, provide similar communications support for project activities in Rakhine.

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

- Greater public awareness on rule of law, access to justice, human rights, anti-corruption, civil society support, and gender equality issues;
- Produce and/or oversee production of communications materials that most effectively convey desired information/message to targeted audiences;
- Build and facilitate strategic contacts and partnerships to ensure effective public communications and media relations;
- Increased engagement in advocacy and awareness-raising events/campaigns;
- Effective implementation of the communications and publication strategies;

- 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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<tbody>
<tr>
<td>Education - Additional Comments</td>
<td>Bachelor’s or higher degree in Law, communications, journalism, development, or a related field.</td>
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<tr>
<th>Required experience</th>
<th>12 months</th>
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<tr>
<td>Experience Remark</td>
<td>Minimum 1 year of relevant experience/proven work in development projects, including some experience liaising with local government officials, preferably in the area of Rule of Law and Access to Justice.</td>
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<td></td>
<td>Experience preferred with local media agencies and/or development organizations in the field of communication, journalism, social media management</td>
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<td></td>
<td>Experience in and understanding of democratic governance issues, e.g. human rights, civil society support, rule of law, anti-corruption, access to justice;</td>
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Language
- English (Mandatory), Level - Fluent
- AND - Burmese (Optional), Level - Fluent

Area of Expertise
- Other rule of law or governance related experience Mandatory
- Journalism, mass media and broadcasting Mandatory

Area of Expertise Requirement
- Degree in Law, communications, journalism, development, or a related field.
- Good command of English and Burmese, written and oral; ability to draft well in English.
- Native in Rakhine language
- Strong communication skills and an ability to work within a dynamic and collaborative team environment;
- Demonstrated commitment to UN’s mission, vision and values;
- Demonstrated sound judgment, diplomacy and sensitivity to confidential matters;
- Computer literacy: Strong Microsoft Office Suite. Knowledge of Adobe Photoshop, Publisher, Illustrator and InDesign is an advantage;
- Previous assignment in a similar position would be desirable

Need Driving Licence
No

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Creativity
- Technological Awareness
- Working in Teams

Conditions of Service and other information

Condition of Service
Click here to view Conditions of Service

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  
MMRR000107-6699

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 Myanmar and legal residents in country with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 10 April 2020

doa.apply_url  
https://vmam.unv.org//candidate/show-doa/TU1SUjAwMDEwNw==

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.