UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MOZR000664—Programme 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>Mozambique</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>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Pemba [MOZ]</td>
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</tbody>
</table>

Living Conditions

Mozambique has a total population of about 29 million people and is located on the southeast coast of Africa. To the East, is the Indian Ocean, Tanzania, Malawi and Zambia is to the north, to the west is Zimbabwe and South Africa and to the South, Swaziland and South Africa. The total area of Mozambique is 799 380 Km square from North to South. It is tropical hot and humid. The hottest and wettest months in Maputo are December to February, when the average daily minimum temperatures are around 22°C and the average daily highs of 30°C. The rain season is between October and April. Winters (June to August) are mild with the average daily temperature ranging from 13°C to 24°C. Basic health facilities and food are available everywhere. The security situation is reliable, but some precaution is needed at the same time. Communication and transport services are available at various costs. Food, household commodities and clothing can be found in shops and local markets at reasonable prices. An entry visa is required for all travelers and must be obtained from Mozambican Embassy prior to travelling. The metical is the local currency and exchange rate stands at USD 1 equivalent to about 65 meticais (MZN) as per December 2019. Commercial banks are operational in the country and Visa cards are accepted in very limited hotels.

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 malicious insurance plan.
UNDP’s Country Programme priorities were defined with national counterparts in alignment with the five-year government plan (POG), the United Nations Development Assistance Framework (UNDAF) 2017-2020, the priorities of the UNDP Strategic Plan, and the Istanbul Programme of Action for least developed countries.

Early recovery is a vital element of an effective humanitarian crisis response as a foundation for building resilience in post-crisis settings. Just as emergency relief activities are crucial to saving lives by responding to the most urgent human needs, integrating an early recovery approach within humanitarian operations is crucial to the first efforts of a community to recover. It prepares the ground for an effective ‘exit strategy’ for humanitarian actors and contributes to ‘durable solutions’ by establishing the base on which nationally-led development occurs after a crisis.

UNDP has developed a range of interventions that focus on three interlinked and transformative pillars:

(a) Sustainable and inclusive economic transformation;

(b) Resilience and natural resources management;

(c) Good governance, peace and social cohesion.

UNDP’s vision of the cyclone recovery programme arises from key considerations related to development, governance and resilience. It has three important strands:

1. help the communities recover from the impact of cyclone and floods and rebuild their assets and livelihoods with a focus on women and persons with disabilities;

2. develop national capacities and systems to plan and implement the recovery programme;

3. build community and national resilience to reduce the impact of disasters.

Cyclone Kenneth made landfall as a Category 4 cyclone on 24 April 2019, with eye of the storm hitting near Quiterajo in Cabo Delgado Province. The impact however was devastating in the main areas hit including Macomia, Ibo, Mucojo, Quissanga, Palma, Mecufi, Pemba (city and District) as well as Erati and Nacaraoa Districts in Nampula province. Further, no cyclone has made landfall this far north in Mozambique. The negative impact of cyclone Kenneth goes beyond the destruction of infrastructure and shelters and exacerbates inequality, exclusion and discrimination. Cyclone Kenneth has lowered people’s capacity to exercise their rights, and to be engaged in the active reconstruction of their lives. Groups that are particularly more vulnerable such as adolescents, women, people with disability, old people, and PLHIV are especially more prone to experiencing physical and emotional turmoil following
such a natural disaster. The resulting human and economic losses and increased socio-economic vulnerability call for increased attention to recovery and resilience.

In line with the Post-Disaster Needs Assessments (PDNA), UNDP has prepared a five year programme – the Recovery Facility which will adopt a comprehensive approach to effectively meet the needs of the disaster affected population in the Provinces of Sofala and Cabo Delgado in coordination with key development actors to ensure Mozambique’s rapid restoration of development pathways in a manner that builds resilience.

UNDP has signed with Government of Mozambique a project document on Recovery Facility interventions, which focuses on contributing to addressing the root causes of vulnerability and building resilience to future disaster. It has three important pillars: (1) help the communities recover from the impact of cyclone and floods and rebuild their assets and livelihoods with a focus on women and persons with disabilities; (2) rebuild public and community infrastructure to bounce back from the disaster; and (3) develop national capacities and systems to plan and implement the recovery and resilience programme.

Under the Recovery Facility, UNDP CO supported the Government in its humanitarian and recovery efforts to help people get back to normal and on the road to development. Furthermore, UNDP aims to partner with the Government, the UN System, the civil society, affected communities and other stakeholders in long-term recovery and resilience building interventions.

In this regard, UNDP Mozambique is seeking the support of an experienced and qualified National to provide technical expertise and support the effective implementation of the program activities in this area of responsibility, in accordance with the corresponding project documents and within the existing budget and timeline. The UNV will closely work with the local government, key civil society partners, and other stakeholders.

This UNV assignment is part of UNDP’s Recovery Facility project in Mozambique.

[1] OCHA Tropical Cyclone Kenneth flash Updates

Sustainable Development Goals 13. Climate Action

Task description

Within the delegated authority and under the supervision of PMU Coordinator or his/her designated mandated representative(s), the UNV Programme Officer will carry out the following tasks:

Project management

- Support the Programme Manager in leading the coordination of Recovery Facility activities in Cabo Delgado with related and parallel activities both within UNDP and with external agencies;
- Ensure the project’s mission, purpose, strategic goals and objectives are communicated amongst
• Assist the Programme Manager in ensuring timely, efficient and effective delivery of project activities in Cabo Delgado;
• Support the Programme Manager in facilitation of high-profile missions at different level in collaboration with M&E Specialist;
• Support the design of new UNDP programmes/projects on livelihoods, infrastructure, debris and solid waste management in the disaster affected areas including targets, results and monitoring frameworks;
• Provide technical support to the Reconstruction Cabinet for effective implementation of activities in Cabo Delgado under Pillar 3 of the Recovery Facility.
• Organize planning meetings with relevant parties to develop implementation plans and corresponding budget with clearly stated milestones contributing to the achievement of target outputs defined in the project document and Annual Work Plan;

• Liaise with Reconstruction Cabinet (GREPOC), provincial and district Government entities and other relevant partners on a regular basis;
• Provide induction to all new staff that will join the team in Cabo-Delgado, and ensure staff members are familiar with UNDP policies and procedures and have a positive work environment;
• Inform the Programme Coordinator, HoU ENRCCR and M&E specialist on the progress of the implementation activities with relevant statistics.
• Take corrective measures to keep the project on the right track for achieving the planned results;
• Organize regular meetings to assess work progress, discuss challenges and constraints, and provide guidance and support;
• Perform other tasks as directed by the project manager.

**Project planning and implementation:**

• Support the process of quarterly and annual planning of project activities, with the participation of all project personnel and substantially contribute to finalize plans.
• Set up and supervise the implementation of quick impact programme activities to support community level interventions on livelihoods, infrastructure, debris clearance and disaster waste management;
• Provide technical assistance to the implementing partners in progress reporting and accountability for resources used;
• Support PM to ensure systematic and effective implementation and monitoring of the programme interventions (livelihoods, infrastructure and waste management projects).
• Ensure total accuracy and the highest level of transparency in the management of the programme financial resources in accordance with UNDP and national regulations and procedures.

**Monitoring and knowledge management:**

• Responsible for the implementation of the programme M&E plan;
• Carry out monitoring visits to Project sites on a regular basis; survey (informally) the intended
beneficiaries and other stakeholders;

- Collate the results of monitoring, analyze them and formulate proposals for adaptive management measures for consideration by the Programme Manager;

Project outreach:

- Responsible for reaching out to programme beneficiaries to sensitize the importance of Recovery Facility and foster community engagement in the implementation and monitoring of project activities
- Create and foster a good working relationship with the media (print, radio and television);
- Contribute to the production and publication of public information material;
- Establish and maintain good working relationships and cooperation with peer project officers from other related projects within Cabo Delgado province and the region;
- Arrange stakeholder visits to the working sites to witness progress.
- Attend all the UN coordination meetings.

Reporting and accountability:

- Support the Programme manager to provide a report to internal and external meetings noting progress and achievements, acknowledging challenges and proposing possible solutions for consideration and guidance by the Project Board;
- Respond to request for reports on project management and performance from any key stakeholders.

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 UNDP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP and its beneficiaries in the accomplishment of her/his functions, including:

- Project activities in Cabo Delgado delivered in a timely, efficient and effective manner
- Systems and processes necessary for the tracking, planning and execution of project activities in Cabo Delgado developed and implemented
- M&E Plan implemented and monitoring visit reports on project implementation in Cabo Delgado produced with an analysis of risks and recommendations on remedial actions when necessary;
- Quarterly and annual plans of project activities developed with the participation of all project
personnel;
• Project reports prepared and submitted on a timely manner to the Recovery Facility PMU Programme Coordinator;
• New UNDP programmes/projects developed on livelihoods, infrastructure, debris and solid waste management in the disaster affected areas including targets, results and monitoring frameworks;
• Regular coordination meetings held with the Reconstruction Cabinet (GREPOC), provincial and district Government entities and other relevant partners to ensure coordination and adequate support;
• Lessons learnt and best practices documented and reported

• 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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Education - Additional Comments

Development studies, Social Sciences (International Development, International Relations etc.), Geography, Disaster Risk Management, or related fields;

<table>
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<tr>
<th>Required experience</th>
<th>36 months</th>
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Experience Remark

• Minimum of three years of progressively responsible experience in implementing development projects at provincial/district levels;
• Experience in disaster risk management and/or climate change adaptation projects;
• Experience working within the Government Institutions and or UN systems in Mozambique is an advantage;
• Experience in humanitarian response and recovery operations (complex emergencies and/or natural disasters) is desirable.

**Language**

• English (Mandatory), Level - Fluent
• AND - Portuguese (Mandatory), Level - Fluent

**Area of Expertise**

• Development programme management Mandatory
• Other energy, environment and climate change related experience Mandatory

Area of Expertise Requirement

• Qualifications and / or industry certification and /or demonstrable experience in the following applications: Microsoft Office (advanced user certification of MS Access, MS Excel and MS Word desirable) and Lotus Notes are desirable.

Need Driving Licence
No

Competencies & Values

• Accountability
• Adaptability and Flexibility
• Building Trust
• Client Orientation
• Commitment and Motivation
• Commitment to Continuous Learning
• Communication
• Ethics and Values
• Integrity
• Judgement and Decision-making
• Knowledge Sharing
• Leadership
• Managing Performance
• Planning and Organizing
• Professionalism
• Respect for Diversity
• Self-Management
• Working in Teams

Conditions of Service and other information

Condition of Service: Click here to view 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

MOZR000664-5961

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: 07 January 2020

doa.apply_url

https://vmam.unv.org/candidate/show-doa/TU9aUjAwMDY2NA==

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.