

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MOZR000672--Spotlight Knowledge Management Project 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

Country of Assignment	Mozambique
Host Institute	United Nations Development Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Maputo [MOZ]
Assignment Place	Family Duty Station
Assignment Place Remark	

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 hu-mid. 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 every-where. The securi-ty situation is reliable, but some precaution is needed at the same time. Communication and transport services are available at various costs. Regarding accommoda-tion and food, houses and apartments can be rented at reasonable prices. 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 63

meticais (MZM) as per January 2020. Commercial banks are operational in the country and Vi-sa cards are accepted in very limited hotels. Maputo is categorized as a family duty station offering a variety of different accommodation options. It has a vibrant international community whilst also providing excellent opportunities to work in a national, Mozambican context.

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.

Assignment Details

Assignment Title

Spotlight Knowledge Management Project Officer

Organizational Context & Project Description

The protection and promotion of the universal values of the rule of law, human rights and democracy are ends in themselves and are important factors in the process of building systems of justice, fairness and stability for the well-being of the citizens.

The political commitment of the Mozambican government in addressing human rights obligations is evident and reflected on its Constitution, policies and the engagement in the international arena as State Party of the Universal Declaration of Human Rights. Mozambique has ratified most international and regional human rights instruments and mechanism that define the human rights normative standards.

UNDP's democratic governance practice focuses on fostering inclusive participation, strengthening responsive governing institutions, and promoting democratic principles. Gender equality, centered in human rights, is both a development goal on its own and a critical factor for achieving sustainable development. It underlies one of the guiding principles of the 2030 Agenda for Development – the concept of 'leaving no one behind'. UNDP supports partners to eliminate gender inequalities through targeted, gender-focused programmes and by working to ensure that all development efforts take into account the experiences, needs, and contributions of women.

The Spotlight Initiative is an EU-UN programmer whose vision is to have a country where every woman and girl live a life free from all forms of sexual and gender-based violence (SGBV) and harmful practices (HPs) including early marriage, and can enjoy sexual and reproductive health rights (SRHR).

The United Nations and the European Union (EU) are embarking on a new, global, multi-year initiative focused on eliminating all forms of violence against women and girls (VAWG) - the Spotlight Initiative. The Initiative brings focused attention to VAWG, moving it into the spotlight and placing it at the center of efforts to achieve gender equality and women's empowerment, in line with the 2030 Agenda for Sustainable Development. The Initiative highlights two goals namely **Goal 5: Achieve gender equality and empower all women and girls** and **Goal 16: Promote just, peaceful and inclusive societies**.

The Spotlight Initiative will deploy targeted, large-scale investments in Asia, Africa, Latin America, the Pacific and the Caribbean, aimed at achieving significant improvements in the lives of women and girls. It will respond to all forms of violence, focusing on specific forms of VAWG in particular regions, as entry points to address all forms of violence and their structural roots. The specific focus area for Africa include sexual and gender-based violence (SGBV), including harmful practices (HP) and sexual and reproductive health and rights (SRHR). In line with the 2030 Agenda for Sustainable Development, the Initiative will fully integrate the principle of 'leaving no one behind'.

The spotlight Initiative also intends to spearhead a new joined- up approach and partnership between the UN and the EU to deliver on the SDGs in an integrated manner, in line with respective mandates. The UNDP is one of the UN Agencies involved with the implementation of interventions to prevent and combat Sexual Gender Based Violence and Harmful Practices. Other Recipient UN Organizations (RUNOs) are the UNFPA, UN Women and the UNICEF. Government implementing partners are, the Ministry of Gender, Children and Social Action (including INAS), Ministry of Health, Ministry of Justice, Constitutional and Religious Affairs (including IPAJ and CFJJ), Ministry of Interior, Ministry of Economy and Finance (including INE), Ministry of Education and Human Development (MINEDH), Ministry of Science, Technology and Higher Education (including INEP and Universities), Ministry of Culture, Ministry of Youth, Ministry of Communication and Transport (including ICS, TVM, RM). Non-Government State Institutions are the Parliament, Ombudsman, Attorney General's Office, Professional Council of the Judiciary (CPM), Family and Minors Courts, Supreme Court.

The Spotlight Initiative in Mozambique was launched in 8th March 2019 and It is under implementation in 3 Provinces Manica, Gaza, and Nampula covering 10 districts overall. UNDP is leading the implementation of pillars 1 and 2 related to Legislation and Policies and

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

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

Task description

- Within the delegated authority of Project Manager and under the supervision of the direct supervision of the Head of Governance and Social Cohesion Unit, the SLI Knowledge Management Project Officer will **Analyse, cultivate, document, disseminate and ensure uptake of knowledge, lessons learned from Spotlight Implementation and build the evidence base on ending VAWG.**

Key functions:

- Knowledge production and learning of the UNDP-led Pillars of the Spotlight Initiative (1 and 2) programme strategy at the central level and in the selected provinces and districts, as described in the SLI CPD and implementation planning processes
- Capacity building on Knowledge Management of UNDP activities under implementation by UNDP Partners of the Justice System Administration: Ministry of Justice, Constitutional and Religious Affairs (including IPAJ, SERNAP and CFJJ), Justice Non-Government State Institutions as the Parliament, National Human Rights Commission, Ombudsman, Attorney General's Office, Professional Council of the Judiciary (CPM), Family and Minors Courts, Supreme Court and the same institutions represented at provincial level
- Knowledge sharing and uptake with the UNDP RSC Regional Team, other countries engaged with the SLI initiative and also at global level
- Participate actively in technical meetings when required (with the national SLI coordination team) in collaboration with other UN agencies (RUNOs)
- In coordination with the Project Manager and HoU, support the project management issues linked with the progress Narrative reports, the KM component
- Support at National level implementation of the SLI/ UNDP KM strategy and work plan
- Support identification and documentation of good practices and lessons learned
- Support in piloting innovative interventions
- Establishing partnerships with learning/research institutions
- Tapping into existing learning platforms and contributing to the SI Global knowledge Platforms
- Sharing of experiences with other Spotlight countries and regions
- Support to feed the Regional and the Global UNDP KM strategy and plan Report with concrete cases of Mozambique
- Provide support and inputs to the SLI Communication and Visibility on the best interventions to public
- Share relevant SLI tools, products generated, learning opportunities and events
- Undertake any other duties as may be assigned by the HoU.

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 SLI 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:

- Knowledge production and learning implemented
- Capacity building on Knowledge Management of UNDP Partners of the Justice System Administration implemented
- Knowledge shared with the UNDP RSC Regional Team, other countries engaged with the SLI initiative and also at global level
- Monthly active participation in SLI technical meetings (with the national SLI coordination team) in collaboration with other UN agencies (RUNOs)
- Generation of quarterly, semesterly and annual reports in coordination with the Project Manager and HoU
- Support at National level implementation of the SLI/ UNDP KM strategy and work plan

- Project Good practices identified and documented
 - Project good practices, innovative interventions shared nationally, regionally and globally
 - Support in piloting Established partnerships with learning/research institutions
 - UNDP Regional and Global Strategy and plan fed with concrete cases of Mozambique
- 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

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

- University Degree in Statistics, Economy, Social Sciences, Gender Studies, Sociology, Anthropology, Development Studies, or related fields.

Required experience 24 months

Experience Remark

- Knowledge of relevant Stakeholders operating under Access to Justice and Democratic Governance;
- Specialized knowledge in the field of Gender Based Violence Issues and/or Human Rights will be considered an advantage;
- Proven ability to work in the area of GBV, with some experience in the Justice or Security (Police/ Homme Affairs) sector preferred;
- Easy contact, communication with Government departments, international organizations and civil society organizations.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Gender equality and the advancement of women Mandatory

Area of Expertise Requirement

- Strong analytical and report writing skills.
- Excellent communication and presentation skills.
- Computer proficiency.
- Fluency in written and spoken Portuguese.
- Ability to work with minimum supervision and in a multicultural setting.

Need Driving Licence No

Conditions of Service and other information

Condition of Service [Click here to view Conditions of Service](#)

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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

MOZR000672-6351

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: 06-10-2020?

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/TU9aUjAwMDY3Mg==>

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.