Descripción de la asignación de voluntarios NU

NAMR000268–Project Officer

El programa de Voluntarios de las Naciones Unidas (VNU) es la organización de la ONU que contribuye a la paz y al desarrollo en todo el mundo por medio del voluntariado. El voluntariado es una forma poderosa de involucrar a los ciudadanos para hacer frente a los desafíos en materia de desarrollo, y capaz de transformar el ritmo y la naturaleza del mismo. El voluntariado beneficia tanto al conjunto de la sociedad como a los voluntarios, fortaleciendo la confianza, la solidaridad y la reciprocidad entre las personas y creando oportunidades de participación apropiadas. Para impulsar la paz y el desarrollo, el programa VNU promueve el reconocimiento de la contribución de los voluntarios, trabaja con sus asociados para integrar el voluntariado en los programas de desarrollo y moviliza en todo el mundo a un número cada vez mayor y más diverso de voluntarios, incluidos Voluntarios de las Naciones Unidas. El programa VNU entiende el voluntariado como universal e incluyente, y reconoce el voluntariado en toda su diversidad, así como los valores que lo sustentan: libre albedrío, entrega, compromiso y solidaridad. En la mayoría de las culturas, el voluntariado está profundamente arraigado en antiguas tradiciones de cooperación y apoyo fuertemente establecidas entre las comunidades. En este contexto los Voluntarios de las Naciones Unidas participan en varias formas de voluntariado y juegan un papel esencial en el desarrollo y la paz junto a sus colegas, agencias receptoras y comunidades locales. En todas las asignaciones, los Voluntarios de las Naciones Unidas promueven el voluntariado por medio de su acción y conducta. La participación en actividades voluntarias puede enriquecer efectiva y positivamente su entendimiento de la realidad local y social, así como también crear un puente entre los voluntarios y la gente de la comunidad receptora. Esto hará que su tiempo como Voluntario de la ONU sea aún más satisfactorio y productivo.

Información general

<table>
<thead>
<tr>
<th>País de la asignación</th>
<th>Namibia</th>
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<tbody>
<tr>
<td>Agencia / Entidad Anfitriona</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Categoría de Voluntariado</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Número de Voluntario</td>
<td>1</td>
</tr>
<tr>
<td>Duración</td>
<td>12 meses</td>
</tr>
<tr>
<td>Fecha de Inicio Esperada</td>
<td>15-06-2020</td>
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<tr>
<td>Lugar de Destino</td>
<td>Windhoek [NAM]</td>
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<tr>
<td>Lugar de Asignación</td>
<td>Lugar de Destino Apto para Familias</td>
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Observación sobre el lugar de asignación

This assignment is part of the UNDP – UNV Talent Programme for Young Professionals with Disabilities. The programme seeks to: 1) enhance the employability and career prospects of young professionals with disabilities through work experience with UNDP offices; and 2) build a talent pipeline of qualified
professionals with disabilities who can contribute to the attainment of the Sustainable Development Goals (SDGs) at national and global levels.

Condiciones de vida

Namibia is a generally peaceful and inclusive society. With vast landscapes and strong political will toward achieving the Agenda 2030 and accelerating the implementation of the SDGs at National Level. Public transport is readily available however not always reliable or encouraged. Most establishment around the city and across the country do provide accessibility for persons with disability such as wheel chair ramps and bathroom facilities.

The UN House and UNDP Office has hosted a number of events, meetings and workshops creating ensuring accessibility towards persons with various disabilities. The main entrance and alternative entrances of the building are wheel-chair accessible, and the UNDP country office does have an office/work station a conference room and one bathroom which are all wheel-chair accessible

Accessibility

Accessibility for persons with physical disabilities:

- The main entrance (or an alternative entrance) of the building is wheel-chair accessible (e.g. ramps, handrails, elevators, and/or others are available)
- At least one office/work station, one conference room and one bathroom are wheel-chair accessible (please confirm that doors, routes and corridors that lead to these spaces are at wide enough for wheelchair use)
- Tables, printers and other office equipment are available and can be accessed by a person using a wheelchair.
- The security and emergency protocol take into account persons with disabilities (e.g. evacuation chair is available, etc.)
- Accessible transportation to commute from/to the office is available (e.g. public transportation, and/or official vehicle that is accessible for wheel chair users, etc.)

Accessibility for persons with visual disabilities:

- Alternative printing can be provided (e.g. large-printing and/or braille printing)
- Assistive technology can be provided upon request (e.g. braille note-taker, printers, screen-reader software, etc.)
- IT systems and tools are accessible (e.g. website, intranet, etc.)
- The emergency warning system has hearing cues

Accessibility for persons with hearing disabilities:

- Sign language interpretation can be provided upon request (e.g. English, American, and/or other languages)
Upon request through management assistive technology systems and other support can be provided. The Country Office is keen to engage in any support where applicable to ensure that the working environment for a talent with disability be made conducive and ensure optimal mandate to carry out their tasks.

Reasonable accommodation

The UN system is committed to creating an inclusive workplace and commits to taking appropriate measures to enable persons with disabilities to access employment opportunities and benefit equally from employment related opportunities by providing reasonable accommodation. In this context, “reasonable accommodation” means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms[1].


Detalles de la Asignación

<table>
<thead>
<tr>
<th>Título de asignación</th>
<th>Project Officer</th>
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<tbody>
<tr>
<td>SP Contexto Organizativo &amp; descripción del proyecto.</td>
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</table>

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries’ efforts to achieve the new Sustainable Development Goals, which will guide global development priorities through 2030. The key 2030 Agenda principle of leaving no one behind and stamping out inequality is at the core of everything we do.

Namibia Country Office Background:

UNDP Namibia, Country Office (CO) is re-focusing its efforts to support innovation, knowledge management and an evidence based approach to enhance UNDP’s leadership as a thought leader in sustainable human development. To respond effectively to the corporate UNDP Strategic Plan 2018-2021 and the countries National Development Plan priorities, the CO, seeks to enhance development effectiveness by improving systems, tools and mechanisms for national policy and strategy planning, analysis, monitoring, evaluation and reporting, especially on the twin challenges of poverty and inequality confronting Namibia today. Importantly, the CO is collaborating with UNV to launch the Talent Programme for Young Professionals with Disabilities to buffer the upstream engagement of UNDP to accelerate the
Sustainable Development Goals

**Background of the Assignment:**

The Government of Namibia ratified the Convention on the Rights of Persons with Disabilities (CRPD) and the Optional Protocol on 4 December 2007. The CRPD places emphasis on the importance of mainstreaming the rights of persons with disabilities as an integral part of relevant strategies of sustainable development. Namibia is signatory to Agenda 2030 and has adopted the Sustainable Development Goals (SDGs). The SDGs place particular focus on leaving no one behind and are universal in nature and hence persons with disabilities must be included in the implementation of the SDGs on an equal basis with others.

In support of the SDGs, Namibia has a conducive legislative and policy environment, addressing the needs of vulnerable communities and persons with disabilities. However, a gap remains between policy and implementation, primarily as a result of lack of information, public awareness and understanding. This in turn has led to stigma and discrimination, limited access to education, health care, employment opportunities and resources. Through the Strengthening Integrated Systems to Promote Access to Services for Persons with Disabilities in Namibia project, under the UN Partnership on the Rights of Persons with Disabilities (UNPRPD), UN Agencies will focus on advocating for the full and effective participation and inclusion of persons with disabilities in Namibian.

The participating UN Agencies seek to provide technical support to improve service delivery for persons with disabilities at national, regional and local authority level. The UN Country Team (UNCT) has a joint approach to the promotion of the rights of persons with disabilities within the framework of the United Nations Partnership Framework (UNPAF) 2014-2018. UNPAF II (2019-2023) advocates for equity and equal opportunities for all and the UNCT will continue to advocate for mainstreaming disability across the different government ministries and agencies. This partnership supports system strengthening and coordination amongst multiple stakeholders, sectors and organisations of persons with disabilities (OPDs) to ensure access to services such as health, education, nutrition and the protection of persons with disabilities in Namibia. Further, there has been a recent push by the UNCT in Namibia to strengthen data collection systems, and create synergies and information sharing between these systems. The move towards strengthening data systems provides a unique opportunity to ensure that data collected is representative of the entire population and is tailored to include persons with disabilities, benefiting the upstream objectives of this project.

**Purpose, Objective and Scope of the Assignment:**

In order to support the *Strengthening Integrated Systems to Promote Access to Services for Persons with Disabilities* in Namibia project and the Namibian government’s response to mainstreaming disability within the country, the UNDP Country Office (CO) is seeking a Project Officer to coordinate and manage the project’s responsibilities within the country, as outlined in the UNPRPD project document.

**Sustainable Development Goals**

**17. Partnerships For the Goals**

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**Descripción de la tarea**

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

10 Mar 2020
The Program Officer will undertake the following tasks:

- Management, coordination and delivery of the results and project outcomes (1-3), while ensuring linkages between all three project outcomes.
- Supporting coordination activities related to the project among various stakeholder outlined in the Project Document.
- Development of and implementation of the multi-sectoral coordination framework.
- Supporting the revamping of regional disability forums.
- Advocacy interventions and campaigns to promote coordination through the Disability Forum.
- Facilitating capacity development of the Disability Committee and Forum through trainings to improve coordination and strengthen the capacity of OPDs, NGOs, CSOs and the private sector to implement programmes at national, regional and community levels.
- Monitoring the activities of the Disability Forum and preparing reports, including the initial State Report on the CRPD and the shadow report.

Además de lo anterior, a los Voluntarios de la ONU se les insta a:

- Fortalecer su conocimiento y entendimiento sobre el concepto de voluntariado por medio de la lectura de publicaciones pertinentes tanto del programa VNU como externas, así como desempeñar un papel activo en las actividades del programa VNU, como por ejemplo en los eventos de conmemoración del Día Internacional del Voluntariado (DIV);
- Conocer y desarrollar las formas tradicionales y/o locales de voluntariado en el país anfitrión;
- Reflexionar sobre el tipo y la calidad de la acción voluntaria que se lleva a cabo, incluida su participación en actividades realizadas periódicamente;
- Contribuir con artículos/criticas (opiniones) de las experiencias en el terreno y enviarlas a la sede para su publicación en el sitio web, publicaciones, panfletos/boletines, notas de prensa, etc. del programa VNU;
- Ayudar con el Programa de Mentores para los nuevos Voluntarios de la ONU;
- Asesorar a grupos locales en el uso del servicio Voluntariado en Línea del programa VNU o promover el uso del servicio con individuos y organizaciones locales pertinentes cuando sea técnicamente posible;

**Resultados / Resultados esperados**

The key results have an impact on the overall CO efficiency in programme and success in implementation of programme strategies. Accurate analysis and presentation of information enhances UNDP position as a strong development partner. The information provided facilitates decision making of the management.

- 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.
Cualificaciones/Requisitos

Nivel de Grado Requerido
Bachelor degree or equivalent

Educación - Comentarios Adicionales

Hold a Bachelor or Master level degree in Sociology, Communication, Public Policy, Management, or Disability Studies, a field related to UNDP’s work areas.

Experiencia Necesaria
0 meses

Comentarios sobre la experiencia

To be eligible to apply to the UNDP-UNV Talent Programme for Young Professionals with Disabilities, candidates should be:

- living with a disability;
- up to 35 years of age.

Work experience will be an advantage but not a requirement.

Specific requirements:

Computer skills: MS Office applications (Excel, PPT, Word)

Furthermore it is required that the candidate has:

- Collaborative working style and team-player attitude
- Outstanding organizational skills and ability to prioritize tasks
- Strong analytical ability and capacity to prepare strategies, policies and proposals.
- Energetic, creative, innovative and pragmatic.
- Excellent written and oral communication skills;
- Competent with digital technology.

Lingüísticas

- English (Mandatory), Nivel - Fluent

Área de Experiencia

- Other development programme/project experience Obligatorio

Requisito de area de experiencia

Necesita Licencia de Conducir
No

Competencies y Valores

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
Condiciones del servicio y otra información

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.

Código de aplicación  NAMR000268-6393

Procedimiento para la aplicación

Prerequisites

To be eligible to apply to the UNDP-UNV Talent Programme for Young Professionals with Disabilities, candidates should be:

- living with a disability;
- up to 35 years of age.

How to apply

Please apply via the link below. You can then either log in if you already have an account or register via ‘Candidate Signup’.

On your profile, kindly select the response “yes” to the question whether you consider yourself a person living with a disability.

Should you require special arrangements to facilitate the interview and assessment during the selection process, please indicate this in the “special remarks” field in your profile.

For assistance related to the registration, kindly contact talent.programme.recruit@unv.org.
In case you are facing accessibility constraints, you may submit your application by email to talent.programme.recruit@unv.org.

**Application deadline:** 5 April 2020

doa.apply_url

https://vmam.unv.org/candidate/show-doa/TkJFNUjAwMDI2OA==

**Advertencia**

El programa de Voluntarios de las Naciones Unidas es un programa basado en la igualdad de oportunidades, que recibe gratamente aplicaciones por parte de profesionales cualificados/os. Estamos comprometidos a lograr la diversidad en términos de género, nacionalidad y cultura.