UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

NGAR000077--Partnerships and Communications Analyst

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>Nigeria</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
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<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Abuja [NGA]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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<td>Assignment Place Remark</td>
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This position will require the incumbent to carry out the following key functions:

- Strategic advocacy and partnership development;
- Support to mobilization of core and non-core resources;
- Effective Internal and External Donor Relations;
- Facilitation of knowledge building and knowledge sharing.

Living Conditions

The assignment will take place in the nation’s capital, Abuja (Hardship classification C).
With approximately 184 million inhabitants, Nigeria accounts for 47% of West Africa’s population, and has one of the largest populations of youth in the world. It is a political federation that consists of 36 autonomous states, and a multi-ethnic and culturally diverse society. With an abundance of natural resources, Nigeria—Africa’s biggest oil exporter—also has the largest natural gas reserves on the continent.

Nigeria is located in western Africa on the Gulf of Guinea and has a total area of 923,768 km2 making it the world's 32nd-largest country. It shares borders with Benin (773 km), Niger (1,497 km), Chad (87 km), Cameroon (1,690 km), and has a coastline of at least 853 kilometres. Nigeria lies between latitudes 4 and 14 N, and longitudes 2 and 15 E.

The country is viewed as a multinational state, as it is inhabited by over 500 ethnic groups, of which the three largest are the Hausa, Igbo and Yoruba; these ethnic groups speak over 500 different languages, and are identified with wide variety of cultures. The official language is English.

Nigeria continues to face terrorist attacks in the northeast, a restive insurgency in the Delta region, and the perennial inter-communal violence across the middle belt. At the root of the security challenges are high levels of poverty, joblessness, growing numbers of frustrated youth, and the degradation of natural resources and climate stressors. The critical and immediate challenge is ensuring the welfare of the internally displaced people, host communities, and population in the North-East.

Terrorism is the main threat in the Federal Capital Territory (FCT) Abuja SLA. General crime is also prevalent. UN staff members are advised to stay only in assessed hotels. Assessed hotels list available with Agency Security Focal Points.

The currency used in Nigeria is called Nigeria Naira (the currency code for Naira is NGN, and the currency symbol is ₦).

*Nigeria is a unique country. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

Assignment Details

Assignment Title
Partnerships and Communications Analyst

Organizational Context & Project Description

The United Nations Development Programme (UNDP) is the global development network for the United Nations system that is on the ground in 177 countries, with its headquarters in New York, USA. In Nigeria, UNDP is supporting national efforts towards meeting its immediate and long-term development aspiration pronounced in its vision 2020. UNDP’s current programme focuses on responding to the decade-long
Sustainable Development Goals

17. Partnerships For the Goals

Within the delegated authority and under the supervision of Head of Communication and Partnerships Unit or his/her designated mandated representative(s), the UN Volunteer will carry out the following functions:

- **Strategic advocacy and partnership development:** Support the development and implementation of the Communication and Partnership Action Plan (CPAP) to facilitate development of new partnerships, mobilise resources and enhance UNDP’s visibility. Support advocacy activities and recommendations with a view to positioning UNDP strongly; and Analyze local donor trends in the UNDP funding landscape, especially those tailored towards supporting outcomes under the country office’s priority activities.

- **Support to mobilization of non-core resources:** Provide effective and efficient support to COs efforts towards mobilization of non-core resources in all aspects of resource mobilization; Identify and develop opportunities for non-core resource mobilization and advise on appropriate strategies and approaches to seize them; and Contribute to the development of in-house strategies and procedures for non-core resource mobilization, including through strategic partners.

- **Effective donor relations:** Based on in-depth knowledge of local environment, identify targeted interventions to mobilize support for UNDP and influence positively resident donors’ funding allocation and related decision-making processes; and Build, nurture and maintain effective internal and external working relations, including with relevant partners implementing donor-funded activities.

- **Facilitation of knowledge building and knowledge sharing:** Identification and formulation of lessons learned and recommendations to be integrated into broader CO knowledge management efforts; Contributions to knowledge networks and communities of practice; and Organization and conduct of trainings on RM and partnerships building in the Country Office.

Furthermore, UN Volunteers are...
encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

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/website, 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

The work of the incumbent has a significant impact on the ability of the Unit to make informed decisions affecting the work of the CO.

The timely, appropriate and efficient support provided by the Analyst will impact the timeliness and quality of UNDP Nigeria responses to corporate and programmatic demands.

- 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>
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<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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<tr>
<td>Education - Additional Comments</td>
<td>Advanced University Degree in International Development, Economics, Political or Social</td>
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<td>Required experience</td>
<td>60 months</td>
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<td>Experience Remark</td>
<td>Minimum five (5) years of professional experience in development cooperation, including at country-</td>
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level;
- Significant experience in partnership building, communication and resource mobilization;
- Experience in strategy development and donor and UN partnerships/public relations at the international level;
- Experience in development financing will be an asset.

Language
- English (Mandatory), Level - Working Knowledge
- And One of these - French (Optional), Level - Working Knowledge

Area of Expertise
- Resource mobilization, partnership and donor coordination Mandatory

Area of Expertise Requirement

Outstanding analytical capability, ability to position UNDP politically and strategically, and knowledge and competency to shape corporate policy;

Strong understanding of global development issues;

Familiarity with UNDP policies and procedures and practice areas;

Proven oral and written communications skills and demonstrated presentation and facilitation skills;

Strong teamwork, and proven ability to work in a complex multi-cultural environment;

Very strong initiative-taker.

Capacity to move complex processes forward to achieve articulated results, work at varying levels and on different projects simultaneously (personal organization, and ability for multi-tasking). Ability to work under pressure, and to live comfortably with change; · Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent UNDP, as well as to interact effectively with senior management and with other units around results

Supervisory skills and experience; ability to work as part of a team in a constantly evolving work environment.

Need Driving Licence No

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Communication
- Creativity
- Integrity
- Judgement and Decision-making
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

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 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 for to which you would like to apply.

Application deadline: 16 September 2019

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.