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
Philippines

Host Institute
Resident Coordinator Office

Volunteer Category
National Specialist

Number of Volunteer
1

Duration
6 months

Expected Starting Date
Immediate

Duty Station
Manila [PHL]

Assignment Place
Family Duty Station

Assignment Place Remark
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Desirable: valid national driver’s license and proven ability to drive manual gear 4x4 over rough terrain; (if not applicable, delete)
- Sound security awareness;
- Have affinity with or interest in humanitarian assistance, volunteerism as a mechanism for durable development, and the UN System.

Living Conditions
The Philippine archipelago is geographically located between latitude (approximately) 4°23’N and 21°25’N and longitude (approximately) 112°E and 127°E. It is composed of 7,107 islands, with a land area of 299,764 sq. kilometres. Its length measures 1,850 kilometres, starting from the point near the southern tip of Taiwan and ending close to northern Borneo. Its breadth is about 965 kilometres. The Philippine coastline adds up to 17,500 km. Three prominent bodies of water surround the archipelago: The Pacific Ocean on the east, the South China Sea on the west and north, and the Celebes Sea on the south. This position accounts for much of the variations in geographic, climatic and vegetational conditions in the country.
Metro Manila is strategically located in the middle of Luzon, on the eastern coast of Manila Bay and at the mouth of the Pasig River, sprawled over an area of 626 sq.km. Manila sits in the middle of a swampy deltaic plain formed by accumulated sedimentary deposits from the Pasig River and other streams. The city is between the bay to the west, the highlands to the east, and Laguna de Bay to the southeast. Most of its densely populated areas are found along the Pasig River running across the metropolis dividing it into two sections - the north and the south.

The local climate is hot, humid, and tropical. The average yearly temperature is around 26.5 °C (79.7 °F). There are three recognized seasons: The hot season or summer from March to May, the rainy season from June to November, and the cold season from December to February.

Metro Manila is the business and geographic capital of Philippines and a very modern city with amenities for modern living. Makati City is one of 17 cities and municipalities comprising Metro Manila. Various living choices are available to suit one's budget. People of Philippines are very friendly and amicable. Manila is classified as “A” – the lowest hardship for a developing country posting—and all western amenities (food, clothing, restaurants) are available in the city. Traffic congestions and air pollution is a nuisance to some inhabitants.

Housing is readily available, and one should be able to find suitable permanent accommodation within two weeks. Price may range from P 15,000 to 20,000 depending on the location and the type of accommodation one chooses (provincial accommodations are cheaper). Metered and fixed rate taxis are widely available in key cities nationwide. Jeepneys and buses are inexpensive ways of getting around in most places. In Metro Manila the fastest way of commuting is via the railway system. A relatively new, reliable public transport system called the Transportation Network Vehicle Service (TNVS) has been operating in Metro Manila; Grab is the leading TNVS company operating in the area.

The Pesos (PHP) is the official currency and is used for most transactions in the Philippines. ATM machines are available in urban areas. Banks are open from 9:00 a.m. to 3:00 p.m., Mondays to Fridays, with automated teller machines (ATM) operating 24 hours. Western Union has facilities in most towns, cities and provinces. Traveller’s cheques and major foreign currencies can be changed in most commercial banks and Central Bank dealers. They are also accepted in most hotels, shops and restaurants. MasterCard, Visa, American Express and Diner’s Club are widely accepted in major organizations across the big cities of the Philippines.

Healthcare: Hospitals: Private and Public; Pharmacies are widely available in the city.

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 insurance plan.

Please note that the approximate monthly Volunteer Living Allowance will be PHP 36,997.67 as of March 2021 (see also below, under Conditions of Service).

Assignment Details

Assignment Title
UN Coordination Assistant

Organizational Context & Project Description

The Office of the UN Resident Coordinator (RCO) in the Philippines provides direct facilitative support to the UN Resident Coordinator/ Humanitarian Coordinator and the UN Country Team, and supports coordination of all inter-agency activities and the implementation of the Socioeconomic and Peacebuilding Framework, fulfilling five key functions, as part of the new reinvigorated RC system, of strategic planning; development economics; partnerships and development finance; data and results management and reporting; and communications and advocacy. The RC/ HC also leads the implementation of the COVID-19 Humanitarian Response Plan for Philippines. The UN reform promotes UN resident coordinators that are impartial, independent and empowered in driving the UN’s SDG response in country, in collaboration with the Government and other development partners.

This UNV assignment will support the RC/ HC in his role as both Resident Coordinator and Humanitarian Coordinator, contributing to his preparedness to ensure coordination and leveraging of interlinkages between the two sides as part of the overall strengthening of the humanitarian-development-peacebuilding nexus approach where shorter term emergency interventions are interlinked with longer term recovery, be it in relation to COVID-19, natural disasters or conflict. This approach involves engagement with a wide spectrum of partners from the humanitarian and development side, governmental and non-governmental.
Task description

Within the delegated authority and under the supervision of the Resident Coordinator or his/her designated mandated representative(s), the UNV Coordination Assistant will:

- Support the RC/HC in carrying out his duties, especially relating to contributing to updates, background notes, presentations, communications, and talking points in preparations for his meetings and engagements;
- Contribute to successful coordination of stakeholders and networks through support to meetings, events, and communications (managing invitations, preparing agenda points, taking notes and minutes, and following up as needed);
- Contributing to research and knowledge management (incl. translation of research) in support of the RC/HC’s dual function.
- Work closely with the team members of the RCO to ensure coordinated support to the RC/HC.
- Any other related tasks as may be required or assigned by the supervisor.

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

- Successful coordination across the development and humanitarian agendas carried out by the RC/HC with coordinated support from the RCO;
- Well-prepared meetings, events, interactions for the RC/HC to strengthen his outputs and the impact of his coordination work;
- Improved knowledge management and evidence building of issues relating to the humanitarian-development-peacebuilding nexus.

- 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
- Bachelor’s degree in a relevant area, e.g. development and/or social studies, or area related to humanitarian assistance.

Required experience
36 months

Experience Remark
- At least 3 years of professional work experience at the national and/or international level in development/humanitarian work, or other relevant programmes; experience with international development is an asset, as is experience working in the UN or other international development organization.
Language
- English (Mandatory), Level - Fluent
- AND - Filipino (Mandatory), Level - Fluent

Area of Expertise
- Other emergency management experience Mandatory
- Knowledge management, archiving and documentation Mandatory
- Other development programme/project experience Mandatory

Area of Expertise Requirement
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment.

Need Driving Licence
No

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

Conditions of Service and other information
Conditions of Service:


The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.

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 (Roles and Responsibilities of Host Entities)**

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.

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities’ services during pandemics).

**Application Code**

PHLR000054-8369

**Application procedure**

**EN**

* 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.

This is an announcement for a national UNV assignment. Therefore, only citizens of the Philippines and legal residents of the Philippines with refugee or stateless status can apply for this advertisement.

**Application deadline:** 23 March 2021

**doa.apply_url**

https://vmam.unv.org/candidate/show-doa/UEhMUjAwMDA1NA==

**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.

**T.** +49 (0) 228-815 2000  
**F.** +49 (0) 228-815 2001  
A. PO Box 200111, 53113 Bonn, Germany  
W. www.unv.org

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