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>Papua New Guinea</th>
</tr>
</thead>
<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>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Port Moresby [PNG]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
<tr>
<td>Assignment Place Remark</td>
<td></td>
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</tbody>
</table>

**Living Conditions**

Port Moresby (POM) is the capital and for Papua New Guinea there are more than 850 different tribes and more than 800 languages with tremendous unspoilt land and cultures to explore. Port Moresby, with a population of around 300,000, is the largest city in Papua New Guinea. The city sprawls around the coast and into inland hills. The Poreporena Freeway, cuts through the city and makes it a relatively easy 11 km distance from downtown to the airport. Most of the PNG government offices, a number of diplomatic missions, and several educational institutions, including the University of Papua New Guinea, are located in the suburb of Waigani. The roads in town are generally fair. The further one travels from the city centre, the greater the decline in the quality of the roads.

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 meticulous insurance plan.

**Assignment Details**

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Assignment Title: Governance Analyst

Organizational Context & Project Description

UNDP’s investments in Papua New Guinea are aligned to a number of Government policy settings and national development plans, among them, Vision 2050 and the Medium-Term Development Plan III. The programme is informed by UNDP’s Strategic Plan (2018-2021) and contributes to the PNG United Nations Development Assistance Framework 2018-2022. UNDP fosters innovation and knowledge-generation, including integrated, issues-based approaches to complex development challenges. UNDP will act as a connector supporting linkages and knowledge-exchanges by bringing good practice and innovation to Papua New Guinea, while leveraging UNDP global knowledge and expertise.

This UNV assignment is part of UNDP’s Governance sector response to COVID 19 programming initiatives. Papua New Guinea declared its 16th COVID-19 case in late July 2020. Considering global trajectories, it is highly unlikely that these will be the country’s only cases. A window exists to expedite preparations for a likely outbreak of COVID-19 across the country taking existing weaknesses in governance and basic service delivery into account.

The global COVID-19 pandemic is expected to have wide ranging socio-economic impacts. Current challenges faced by Government in managing public finances and debt will be exacerbated by COVID-19 and will represent an additional external shock to the economy effecting jobs, incomes and livelihoods for the county’s most vulnerable.

UNDP is a longstanding and trusted partner to Government in Papua New Guinea. It has been delivering range of governance programmes over the last two decades. These have aimed to build institutional capacity and effect normative change. This will become critically important in navigating the ‘new’ normal. UNDP is now seeking to support Government address a range of policy and programme challenges that will position it better in a post-COVID world. It is drawing on a range of resources and expertise. To assist in this effort, UNDP is seeking the services of a national UNV who will work under the overall supervision of the Assistant Resident Representative and the day-to-day guidance of an international expert.

Sustainable Development Goals

17. Partnerships For the Goals

Task Description

Within the delegated authority and under the supervision of Deputy Resident Representative or his designated mandated representative(s), the UNV Governance Analyst will:

- Support the strategic direction of UNDP’s governance programme in response to COVID 19.
- Support COVID 19 initiatives being delivered by the governance programme and Governance team.
- Strengthen partnerships and support resource mobilization for Governance work in response to COVID 19.
- Provide quality policy support services to the Government and facilitation of knowledge building and management in response to COVID 19.
- Any other related tasks as may be required or assigned by the supervisor.

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:

- 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 self-reports on UN Volunteer actions, results and opportunities.
- 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 where applicable.
- 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.

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).
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 Governance 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:

- Analysis and presentation of UNDP support to COVID 19 and their implementation in the Country Office.
- Support the formulation of the Country Office’s programme in response to COVID 19 within the area of responsibility, translating UNDP priorities into local interventions and coordination of COVID 19 initiatives under supervision.
- Ensure aggregate reports are regularly prepared on COVID 19 activities, outputs and outcomes in the area of responsibility, including the preparation of donor reports.
- Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for cost-sharing in response to COVID 19.
- Establish advocacy networks in response to COVID 19.
- Work to ensure age, gender and diversity considerations are systematically applied, integrated and documented in all activities throughout the assignment.

- 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>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
</tr>
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</table>

Education - Additional Comments
Bachelor’s degree related to governance, law or a related discipline. A master’s degree in a social science, law or a related discipline is an advantage.

Required experience 24 months

Experience Remark

- At least 2 years (with Master's) or 5 years (with Bachelor's) of professional work experience at the national and/or international level in social and/or policy development or other relevant programmes; experience with development, government programs, international organizations and/or civil society organisations is an asset, as is experience working in the UN or other international development organization.
- Familiarity with processes of UN agencies and/or IFIs an asset.

Language

- English (Mandatory), Level - Fluent

Area of Expertise

- Other rule of law or governance related experience Mandatory
Area of Expertise Requirement

- Excellent oral and written skills including excellent drafting, formulation, reporting skills.
- Accuracy and professionalism in document production and editing.
- Excellent interpersonal skills that recognize cultural and social sensitivities.
- Ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations and authorities at different levels.
- Ability to work and adapt professionally and effectively in a challenging environment as part of a multicultural team of international and national personnel.
- Computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet.
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines.

Language skills:
Fluency in spoken and written English is required. Fluency in Pidgin is an advantage.

Need Driving Licence
No

Competencies & Values

- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Working in Teams

Conditions of Service and other information

Condition of Service: Click here to view Conditions of Service

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: PNGR000089-7605

Application procedure

* Not yet registered in the UNV Talent Pool?

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?

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 a national UN Volunteer assignment, therefore only nationals of Papua New Guinea and legal residents in Papua New Guinea with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

The application deadline is 30 August 2020.

doa.apply_url: https://vmam.unv.org//candidate/show-doa/UE5HUjAwMDA4OQ==

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.