Descripción de la asignación de voluntarios NU

TJKR000033--Spotlight Initiative Coordinator

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>Tajikistan</th>
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</thead>
<tbody>
<tr>
<td>Agencia / Entidad Anfitriona</td>
<td>UNWomen</td>
</tr>
<tr>
<td>Categoría de Voluntariado</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Número de Voluntario</td>
<td>1</td>
</tr>
<tr>
<td>Duración</td>
<td>hasta 31-12-2021</td>
</tr>
<tr>
<td>Posibilidad de extensión</td>
<td>Sí</td>
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<tr>
<td>Fecha de Inicio Esperada</td>
<td>Inmediatamente</td>
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<tr>
<td>Lugar de Destino</td>
<td>Dushanbe [TJK]</td>
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<td>Lugar de Asignación</td>
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<td>Observación sobre el lugar de asignación</td>
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Tajikistan is a unique country with long and reach culture. Currently, multiple development initiatives are...
under way aimed at putting the country on sustainable development pathway. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment to attain the set objectives. Flexibility and the ability and willingness to live and work in at times challenging conditions are essential.

Security

The UN security management system in Tajikistan has sub-divided the country into 4 Security Level Areas (SLA). SLA Dushanbe and DRS covers Dushanbe, Tursunzoda, Shahrinaw, Hisor, Rudaki, Varzob, Vahdat, Faizobod, Roghun, Nurobod, Rasht, Sangvor, Tojikobod, Lakhsh administrative divisions. The Security Level in this area is currently classified as Low (Level 2, 11 April 2019).

Detalles de la Asignación

<table>
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<tr>
<th>Título de asignación</th>
<th>Spotlight Initiative Coordinator</th>
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SP Contexto Organizativo & descripción del proyecto.

The European Union and the United Nations have launched the Spotlight Initiative, an ambitious and innovative multi-year global programme aimed at addressing all forms of violence against women and girls (VAWG), and harmful practices. It will follow a transformative and evidence-based approach, addressing unequal power relations between men and women and focusing on gender equality and women’s empowerment, as well as ending impunity for VAWG.

In line with the principles of the 2030 Agenda for Sustainable Development, the Initiative will follow a human rights-based approach and take into consideration the specific needs of women and girls who experience multiple and intersecting forms of discrimination and uphold the principle of “leaving no one behind.”

The Spotlight Initiative aims to support transformative change on the ground to end violence against women and girls (EVAWG), in numerous countries globally, including Tajikistan. The initiative comes with the highest level of commitment globally and will be governed by the UN Deputy Secretary General and the Vice President of the EU Commission.

The Spotlight Tajikistan Programme will be implemented through four Recipient UN Organizations – RUNOS (UN Women, UNFPA, UNDP and UNICEF) with a focus on addressing Sexual and Gender Based Violence (SGBV), notably violence within the family. In line with the impact expected from the Spotlight Initiative in the region, the interventions from the Spotlight Tajikistan Programme will contribute to ensuring that women and girls, particularly those most vulnerable, live a life free of violence and harmful practices.

This will be achieved through a comprehensive multi-sectoral, survivor-centred and do-no-harm approach to the implementation of interventions across the six Outcome Areas/Pillars, to bring positive and...
meaningful change to the lives of women and girls subject to all types of violence and harmful practices in Tajikistan, ensuring that women and girls, particularly those most vulnerable, live a life free of violence and harmful practices.

These six pillars include:

1) Laws and Policies,
2) Institutional Strengthening,
3) Prevention of Violence,
4) Available, accessible, and acceptable, quality services,
5) Quality and reliable data,
6) Supporting women’s movements and relevant civil society organizations.

The interventions across the six Pillars will complement each other to engage a range of actors and institutions at the national and sub-national levels, ensuring that actions at the national level are influencing change at the sub-national levels and that local actions and voices are informing decisions at the national level.

The Spotlight Tajikistan Programme aims to effect change at the individual and inter-personal level, while shifting institutional practices and social norms which are more gender equitable and supporting legal and policy improvements and enforcement of existing legislation on VAWG, in line with international human rights standards, accelerating Tajikistan’s achievement of SDG 5 on Gender Equality and the broader 2030 Agenda.

The programme will generate new connections and facilitate creativity in seeking solutions to difficult challenges. It will listen and build on the priorities of key stakeholders and recognize that empowerment and change must start from within. The UN system will model this change in its investment and approach to partnership, striving to ‘walk the talk’ in EVAWG and building the momentum for wider fight for equality in Tajikistan.

This post is in line with the new generation of Resident Coordinator offices, with the new skillset and competencies required to deliver on the 2030 Agenda, as well as the EU/UN Spotlight Initiative.

Sustainable Development Goals  5. Gender Equality

Descripción de la tarea

The UNV Spotlight Initiative Coordinator (UNV SI Coordinator) will exercise overall responsibility for facilitating the planning and coordination of the Spotlight Tajikistan Program, monitoring and reporting on the implementation and programme results, overseeing joint programme implementation and providing technical support and mentoring to the implementing Agencies as needed, ensuring the technical coherence of the Spotlight Initiative in Tajikistan. This role will be carried out with the support of a Programme Specialist who will be directly managed by the UNV SI Coordinator.
This requires working closely with various high-level stakeholders the Resident Coordinator’s Office, RUNOS and the technical task-forces (on Monitoring and Evaluation, Communications and Finance and Administration), the EU Delegation technical focal point as well as other stakeholders – such as the National Multi-stakeholder Steering Committee and the Civil Society Reference Group.

The UNV SI Coordinator will therefore need to have demonstrated experience and understanding of gender equality, women’s empowerment and EVAW, as well as coordination and mentoring experience and communication and mediation skills.

The UNV SI Coordinator will be ultimately accountable to the UN Resident Coordinator, working closely with the Resident Coordinator’s Office (RCO) on technical issues as required. However, in the spirit of collaboration, engagement and transparency, the UNV SI Coordinator will report regularly to an Oversight Committee chaired by the RC and comprised of all the Heads of RUNOs. On a daily basis the UNV SI Coordinator will work in close coordination and under the technical guidance of UN Women as Technical Coherence Agency and Chair of the Tajikistan Gender Thematic Group.

The UNV SI Coordinator facilitates the planning, coordination and reporting of the Spotlight Initiative, ensuring the technical coherence of the intervention. This includes:

1. Guide the implementation of the Spotlight Programme in Tajikistan
   - ensure the timely coordination and management of the Spotlight Programme, notably by ensuring the consolidation of joint annual work plans and budgets, facilitating and following-up on agreed deliverables and schedules;
   - report regularly to the Spotlight Oversight Committee on programme performance and results;
   - ensure that programme guidance, updates and information is consolidated for the Steering Committee, implementing partners and other stakeholders, with the support from the Programme Specialist and in close coordination with the RCO;
   - regularly communicate with the Spotlight Initiative Secretariat Technical Unit in New York as needed;
   - provide technical advice on best global practices and innovative approaches to support effective programme implementation and achievement of programme deliverables, regularly consulting and providing feedback on products developed and relevant documents (including support and feedback on implementation processes) to ensure coherence and quality;
   - develop a common vision and understanding amongst the agencies on the main technical issues/interventions, sharing what is the evidence on what works and support the different agencies to ensure the evidence of what works to prevent and respond to VAWG is at the center of the programme.

2. Oversee the monitoring and reporting of the programme
   - oversee and contributing to the process of monitoring the programme implementation of activities and finances – and ensuring the resulting maintenance of internal expenditure controls, production of consolidated budgets and annual reports (both narrative and financial) following SI guidelines and.
tools and ensuring the coherence and quality of the final products;

- guide the Programme Specialist on monitoring and evaluation support to the team and follow-up on activities and deadlines;

- prepare analytical reviews and systematically capturing lessons learnt and main findings from the programme implementation, making recommendations and ensuring that SI teams follow technical advice and recommendations;

- identify and monitor programme risks and provide support and guidance to mitigate and address them in a timely manner.

3. Coordinate between the different UN agencies and support the implementation team to achieve a coherent and aligned presence of the Spotlight initiative in Tajikistan

- provide technical support to RC, RUNOS and the UN Women Country Programme Manager on inter-agency coordination related activities by attending meetings, events, and participating in groups and committees;

- support coordination with other UN agencies, EU delegation, government departments, donors and NGOs to ensure the Initiative’s capacity development approach is harmonized and aligned with other in-country efforts;

- provide guidance in the overall coherence of the programme across pillars, in line with Country Programme Document;

- facilitate the Spotlight Implementation Hub (SI Hub) where focal points from implementing Agencies and thematic task forces will coordinate interventions and discuss and plan joint programming, notably facilitating linkages with partners when implementation of activities is similar;

- provide SI Hub and wider implementation team with substantive advice and technical assistance, providing training and capacity development as needed;

- mentor and coaching implementing staff and providing input to performance assessments as required;

- guide the process of delivery of technical assistance and engagement with partners, as per the planned activities;

- support recruitment processes, as necessary.

4. Promote partnerships and support in developing resource mobilization strategies

- provide technical and coordination support to RUNOS and RC in the development of a joint resource mobilization and sustainability strategy for the programme;

- develop relevant documentation on donors and develop potential opportunities for resource mobilization;

- support the SI Hub as needed to build, manage, and expand relationships with national and sub-national partners.

5. Oversee advocacy, knowledge building and communication efforts

- support the implementation team in drafting briefs, policy dialogue and other documents related to...
the Spotlight Initiative – monitoring that these are being done and ensuring the coherence and quality;

- organize periodic consultations with key stakeholders, women leaders, human rights experts and UN partners to gather inputs on interventions, as necessary;
- support representation of the Spotlight Programme in meetings and policy dialogues as necessary;
- oversee the design and implementation of the Spotlight Communication and Advocacy Strategy, including following-up and supporting joint tasks, ensuring the coordination of efforts, the coherence of the messages and the quality of communication and visibility products;
- facilitate the dissemination of knowledge products on the Spotlight Programme targeting relevant stakeholders at the state, national and international levels;
- review and oversee the development of knowledge management strategies and methodologies and products on the Spotlight Programme, in collaboration with the SI Hub and the relevant task forces.

6. **Strengthen the civic engagement and participation**

- Keep the partners and stakeholders updated on the UNV modality;
- Identify UN Volunteer opportunities within the programme and increase the number of UN Volunteer assignments to support the partners with efficient volunteer solutions;
- Any other related tasks as may be required or assigned by the supervisor.

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**

- Timely and quality programme strategies and contributions
- Timely and quality of programme delivery in line with budget, workplans and the Programme Document (including quality reports), ensuring technical coherence
- Quality of advocacy, communication and knowledge management initiatives, including overseeing maintenance of internal systems
- Quality background and presentation materials
- Timely and accurate support to events, workshops, and missions
Cualificaciones/Requisitos

**Nivel de Grado Requerido**  
Master degree or equivalent

**Educación - Comentarios Adicionales**
- Master’s degree or equivalent in social sciences, human rights, gender/women's studies, international development, or a related field is required.

**Experiencia Necesaria**  
60 meses

**Comentarios sobre la experiencia**
- At least 5 years of professional work experience at the national and/or international level in gender equality and empowerment, and/or elimination of violence against women and girls; experience with UN coordination is a strong asset;
- Strong knowledge and experience with evidence-based approaches to ending violence against women and girls

**Lingüísticas**
- English (Mandatory), Nivel - Fluent
- And One of these - Russian, Tajik (Optional), Nivel - Working Knowledge

**Área de Experiencia**
- Gender equality and the advancement of women Obligatorio
- Development programme/project administration Obligatorio
- Resource mobilization, partnership and donor coordination Obligatorio

**Requisito de area de experiencia**
- Strong strategies / programme formulation, implementation and monitoring and evaluation skills, with ability to synthesize program performance data and produce analytical reports to inform management and strategic decision-making
• Ability to develop detailed operational plans, budgets, and deliver on them
• Knowledge of Results Based Management and developing capacities on RBM
• Excellent oral and written skills; excellent drafting, formulation, reporting skills, with accurate and professional document production and editing
• Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners
• 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
• Ability to work with minimum supervision; ability to work with tight deadlines
• Strong networking skills and ability to interact with donors, identify and analyze trends, opportunities and threats to fundraising
• Commitment to continuous learning - initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment
• Flexibility - adaptability and willingness to travel within the area of operations as necessary

Necesita Licencia de Conducir: No

Competencias y Valores

• Adaptability and Flexibility
• Commitment to Continuous Learning
• Communication
• Integrity
• Planning and Organizing
• Professionalism
• Respect for Diversity
• Working in Teams

Condiciones del servicio y otra información

Condiciones de servicio: 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.

**Código de aplicación**
TJKR000033-6396

**Procedimiento para la aplicación**

* 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: 13 March 2020

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

**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.