UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

TURR000414—Research and Partnerships Support Officer

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: Turkey
Host Institute: United Nations Development Programme
Volunteer Category: International Youth
Number of Volunteer: 1
Duration: 12 months
Expected Starting Date: 01-06-2020
Duty Station: Istanbul [TUR]
Assignment Place: Family Duty Station
Assignment Place Remark: UN Youth Volunteer assignments are always without family

Living Conditions
With a population of 15 million, Istanbul is the largest city in Turkey and the 15th largest city in the world. The official language of the country is Turkish while English is the working language of UNDP. Istanbul is a transcontinental city, its commercial and historical center lies on the European side, while a third of its population lives on the Asian side. This city has a strategic transition position connecting Europe and the Middle East, and the only sea route between the Black Sea and the Mediterranean. There are no mandatory immunization or vaccination requirements for Turkey. English speaking medical and dental services for international personnel are available.

Assignment Details
Assignment Title: Research and Partnerships Support Officer

Organizational Context & Project Description:
The United Nations Development Programme (UNDP) Istanbul International Center for Private Sector in Development (IICPSD) has a mandate to leverage the role of the private sector in development. Moreover, under the thematic area of private sector’s role in skills generation, IICPSD offers evidence based knowledge and advisory services aiming to expand job opportunities for the disadvantaged through increasing the private sector’s engagement in skills development.

Digital transformation is greatly changing the skills needs in markets and enhances the skills mismatch challenges. Focusing on future skills is essential for long-term poverty reduction strategies. Towards fostering sustainable and inclusive growth for the achievement of the Agenda 2030, IICPSD will be developing targeted multi-stakeholder partnerships for skills development. For this end, IICPSD will promote greater private sector engagement in digital skills development and employment to mainstream young people, women and people in disadvantaged regions into the economy. It will aim to:

- Facilitate actionable multi-stakeholder partnerships on skills development initiatives that mobilize the private sector; encourage industries, sectors, companies to rethink and retool their business strategies and policies to address the skill mismatches and offset the effects of technological developments that can disperse workers and cause unemployment; and support companies in identifying skills related investments which support young people, women and people in disadvantaged regions in high-value added areas of the economy.
- Assess opportunities for investments in innovative financing of skills development through instruments such as social impact bonds to blend public finance and philanthropic funds and extend reach of development finance towards projects with higher positive social outcomes, including among others promoting economic inclusion and gender equality.
- Cooperate in conducting research and advocacy to support skill development initiatives to address the skills mismatches; and gender segregation in the labour market; and disseminate good skills development practices to provide first-hand knowledge on the current and future skills.

Sustainable Development Goals:
17. Partnerships For the Goals

Task description:
Towards fostering sustainable and inclusive growth for the achievement of the Agenda 2030, IICPSD develops targeted multi-stakeholder partnerships for skills development. To this end EBRD and UNDP IICPSD agreed to establish a multi-stakeholder advisory and partnership network. The purpose of the network will be to promote greater private sector engagement in skills development and employment to mainstream young people, women and people in disadvantaged regions into the economy. To facilitate capacity building and skills development, the Research and Partnerships Support Officer will support the conduct of stakeholder analysis, assist the development of strategies to engage different actors in the initiative and enable private sector development while also leveraging company CSR policies.

Under the direct supervision of the UNDP IICPSD Technical Specialist, UN Volunteer will undertake the following tasks:

1) Supports the implementation of the strategies of IICPSD in the private sector-led skills development area, focusing on achievement of the results:
   - Support the analysis and synthesis of proposals on the areas for support and interventions within this thematic area;
   - Contribute to the facilitation of partnerships and regularly cover industry related stories and their development impact through briefs, news items and blogposts;
   - Support the preparation of inputs for reporting, including reporting to higher level management of IICPSD;
   - Support the financial and substantive monitoring and evaluation of IICPSD activities under the skills development thematic area, identification of operational and financial problems, development of solutions;
   - Assist the team building and human resources development in the practice and support on boarding of team members consultants, interns;
   - Support the compliance and conduct of the necessary UNDP administrative and financial procedures.

2) Participates in effective research, knowledge creation and management in the skills development thematic area of IICPSD:
   - Support the application of conceptual models in support of partnership and intervention design;
   - Assist research conduct and support the preparation of high-quality policy and programme guidance material such as innovative financing mechanisms, gender mainstreaming in skills development and entrepreneurial skills development;
   - Support research projects from conception to publication, including project and methodological design, resource planning, designing questionnaires, conducting analysis, producing written reports, etc. case studies, issue notes etc. with fully complying relevant UNDP rules and regulations;
   - Assist the conduct of necessary internal procedures related to editing, design, clearance of documents and advocacy materials;
   - Provide assistance in management of relationships with partners, practitioners, and other stakeholders in research design and development.

3) Supports the creation of strategic partnerships and implementation of the resource mobilization:
Support the establishment and maintenance of a pipeline and portfolio of partnerships and actively support the realization of the partnership objectives;

Provide assistance to the identification of relevant private sector initiatives and partnerships, preparation and presentation of the partnerships for approval and endorsement, finalization of contribution agreements; determination of required revisions; coordination of the mandatory and budget re-phasing exercises, closure of related activities through review;

Support the team in analyzing and researching information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new projects, active contribution to the overall office effort in resource mobilization for skills development thematic area;

Support communication, advocacy and outreach activities and events for their implementation in line with the respective guidelines of UNDP;

Assist the creation of linkages with stakeholders for enhancing the impact of advocacy activities.

4) Provides support on private sector engagement in skills design and delivery to the relevant stakeholders and ensures facilitation of knowledge building and management focusing on achievement of the following results:

Support the identification of sources of information related to the thematic area.

Support the identification and synthesis of best practices and lessons learned directly linked to the thematic area.

Support the implementation of projects and realization of the objectives of partnerships.

Assist in maintaining a network of partnerships

Contribute to knowledge networks and communities of practice.

Assist the organization of events and trainings on the thematic area.

Professional growth through active learning.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteering 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

Contributions are made towards the implementation of the strategies of IICPSD in the private sector-led skills development area. Supported research, knowledge creation and dissemination. Strategic alliances with partners and stakeholders are supported. Supported partnerships’ advancement. Resource mobilization activities are supported.

• 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

We are inspiration in action
Bachelor's Degree in Social Sciences, Development Studies, Humanitarian Action, International Relations, Political Sciences or related field or equivalent.

**Required experience**  
0 months

**Experience Remark**  
Demonstrated interest and/or experience (up to 2 years) in research, partnership management and stakeholder engagement.
Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
Previous experience in skills development and digital transformation would be an asset.

**Language**  
- English (Mandatory), Level - Fluent

**Area of Expertise**

**Area of Expertise Requirement**

**Learning Expectations**
Learning and development are a central part of the UN Youth Volunteer’s assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer’s skills and competences, improve the quality of the assignment and keep the volunteer’s motivation high.

Learning elements for the UN Youth Volunteer include the development of:
- Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.
- Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.
- Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer’s assignment. The host agency will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

**Need Driving Licence**  
No

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

**Conditions of Service and other information**
Condition 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.

A UN Volunteer receives a Volunteer Living Allowance (VLA) per month and 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 (choose from the drop down menu the appropriate rate here): US$1,321. The VLA base rate is a global rate, while the PAM is 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 also 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 the final repatriation travel (if applicable). A 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 Code TURR000414-6559

Application procedure

Prerequisites

This assignment is funded by the Government of Kazakhstan, therefore only Kazakh nationals are eligible to apply.

This is a UN Youth Volunteer assignment and eligible candidates must be below 29 years of age throughout the assignment.

Selection process

Only shortlisted candidates will be contacted. The selection will be done by the UN Host Entity at the level of the country of assignment. Interviews will be conducted by the UN Host Entity between 1 and 15 April. Usually these interviews are competency-based and held via skype or telephone.

Selected UN Youth Volunteer candidates will be invited to an assignment preparation training.
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’.

You may apply to a maximum of three assignments per advertisement and indicate your order of preference in the ‘Additional Remarks’ section of your profile.

Application deadline: 29 March 2020

doa.apply_url

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

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.