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: National Specialist
Number of Volunteer: 1
Duration: 12 months
Expected Starting Date: Immediate
Duty Station: Gaziantep [TUR]
Assignment Place: Family Duty Station
Assignment Place Remark:

Living Conditions:

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. Gaziantep is an essentially safe and easy place to live, although the proximity with the Syrian border, and given the Syrian conflict and Kurdish-related tensions, it is essential to be cautious and to follow security temporary restrictions as they arise. Furnished and unfurnished apartments can be easily rented close to the office at reasonable prices. Supermarkets and grocery stores have all the essentials including a large choice of fruits and vegetables. In term of social life, there are plenty of restaurants and bars (very few serving alcohol), and a few sports possibilities. Health care is available and adequate. There are more or 7 flights a day for Istanbul, from where you can go anywhere. The main problem concerning social life is that most people speak only Turkish. There are no schools in other language than Turkish. There is no real dress code, women for example dressing in either a western way or more traditional Muslim. Temperatures are high during summer and below zero during winter, and the weather is generally dry. Turkey is a unique country and Syrian Response is a unique (humanitarian) operation. 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.
Assignment Details

Assignment Title
Programme Officer - CSO Strengthening Programme

Organizational Context & Project Description

UNDP is implementing a set of early recovery activities across the entire Syrian territories under the Whole of Syria architecture. The programme is organized around three pillars: Restoration of Basic Services and Infrastructure; Livelihoods Recovery, and Social Cohesion and Community Security. All three pillars work on area-based plans in an integrated manner, and in coordination with the other humanitarian and resilience actors.

The Syrian Civil Society Support initiative is one complementing intervention to support Syrian CSOs in building their institutional capacities so that civil society is better equipped to play its due role in Syria’s recovery and development.

The Overall Goal of the CSO support programme is to enhance the institutional capacity and coordination of Syrian Civil Society, towards an effective and efficient role in serving and advocating for the most disadvantaged populations in Syrian

The programme intends to achieve the four following Outputs/Results:

- Output 1: Coordination among CSO networks is improved within a gender responsive common platform
- Output 2: CSOs organizational and institutional capacity is developed, including capacity to mainstream gender equality and women’s empowerment
- Output 3: Collective actions, joint programming and implementation, and sharing of resources are enhanced in the CSO networks, including actions aimed at promoting gender equality and women empowerment
- Output 4: Improved dialogue and cooperation among Whole of Syria CSOs

Sustainable Development Goals
16. Peace, Justice and Strong Institutions

Task description

Within the delegated authority and under the supervision of the Programme Manager for Syria Cross-Border Initiatives or his/her designated mandated representative(s), the UNV Programme Officer will:

- Undertake mapping of CSO interventions in north of Syria in the light of recommendations from consultant’s report from Nov 2019;
- Undertake the capacity assessment of the League of Syrian networks aims to identify the gaps of a well-functioning platform of coordination of the Syrian civil society in Turkey;
- Lead development of a strategic framework for capacity building of the League of Syrian networks, members and CSOs in general;
- In the light of capacity assessments and strategic framework for capacity building propose substantive design and management of key activities in the project;
- Ensure close coordination with the NGO partner Community at all stages of the project for better design and implantation of the project;
- Organize and facilitate stakeholders’ meetings and workshops to come up with shared understanding about various aspects such as implementation plans, reviews, lessons learnt, and M&E framework;
- Under the guidance of Programme Manager and the UNDP Resident Adviser, ensure effective partnership with stakeholders within UN, such as OCHA, with INGOs and donor community;
- Successfully pitch the capacity building project and identify the potential sources of funding for resource mobilization to address the funding gap;
- Coordinate implementation of activities with League of Syrian networks, members and CSOs, and other partners in the project;
- Document and report on the progress of the project activities including but limited to through internal and external periodic reviews;

16 Sep 2020
Qualifications/Requirements

Support the UNDP cross-border programme as needed in any other areas related to capacity assessment and development of CSOs.

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 UNDP 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:

- Lead development of a strategic framework for capacity building of the League of Syrian networks, members and CSOs in general;
- Successfully pitch the capacity building project and identify the potential sources of funding for resource mobilization to address the funding gap;
- Coordinate implementation of activities with League of Syrian networks, members and CSOs, and other partners in the project;
- 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.

Required Degree Level

Bachelor degree or equivalent

Education - Additional Comments

Minimum Bachelor level university degree in International Development, Business Administration or in the field of social sciences or another relevant field.

Required experience

36 months

Experience Remark

- At least 3 years of progressively responsible work experience at the national or international level in design, planning, implementation, monitoring and assessment of civil society projects;
- Experience in developing or facilitating capacity development activities, learning materials and programs related to project management and/or civil society strengthening;
- Experience in UN programming/project management highly desirable;
- Experience in directly supporting Civil Society Organizations with institutional strengthening and or project management an asset;
- Experience in leading/managing teams is an asset.

Language

- English (Mandatory), Level - Fluent
- AND - Arabic (Mandatory), Level - Fluent
Area of Expertise

- Capacity building of non-governmental organizations Mandatory
- Community participation and development Optional
- Development programme management Optional

Area of Expertise Requirement

Corporate Competencies:

- Demonstrate integrity by modeling the UN’s values and ethical standards;
- Promote the vision, mission and strategic goals of UNDP;
- Display cultural, gender, religious, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

Functional Competencies:

Advocacy/Advancing a Policy-Oriented Agenda:

- Creates effective advocacy strategies;
- Performs analysis of political situations and scenarios, and contributes to the formulation of institutional responses.

Results-Based Programme Development and Management:

- Assesses project performance to identify success factors and incorporates best practices into project work;
- Researches linkages across programme activities to identify critical points of integration;
- Monitors specific stages of projects/programme implementation;
- Analyzes country situation to identify opportunities for project development;
- Participates in the formulation of project proposals and ensures substantive rigor in the design and application of proven successful approaches and drafts proposals accordingly.

Building Strategic Partnerships:

- Effectively networks with partners seizing opportunities to build strategic alliances relevant to UNDP’s mandate and strategic agenda;
- Identifies needs and interventions for capacity building of counterparts, clients and potential partners;
- Promotes UNDP’s agenda in inter-agency meetings.

Innovation and Marketing New Approaches:

- Seeks a broad range of perspectives in developing project proposals;
- Generates for original and innovative ideas and effective solutions to problems;
- Looks at experience critically, drawing lessons, and building them into the design of new approaches;
- Identifies new approaches and promotes their use in other situations;
- Documents successes and uses them to project a positive image;
- Creates an environment that fosters innovation and innovative thinking;
- Makes the case for innovative ideas from the team with own supervisor.

Resource Mobilization:

- Analyzes information on potential bilateral donors and counterparts to recommend a strategic approach;
- Identifies and compiles lessons learned;
- Promotes and encourages country office action with local missions of donor countries as well as appropriate authorities for increased contribution to UNDP resources;
- Identifies needs and develops proposals to be presented to donors and governments;
- Develops a resource mobilization strategy

Promoting Organizational Learning and Knowledge Sharing:

- Makes the case for innovative ideas documenting successes and building them into the design of new approaches;
Identifies new approaches and strategies that promote the use of tools and mechanisms;
Effective presentation and report-writing skills; strong analytical and strategic skills as well as good written and oral communications skills.

Job Knowledge/Technical Expertise:
- Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines;
- Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally;
- Demonstrates comprehensive knowledge of information technology and applies it in work assignments;
- Demonstrates comprehensive understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments.

Global Leadership and Advocacy for UN’s Goals:
- Creates effective global advocacy messages/strategies;
- Contributes to the elaboration of a global advocacy strategy by identifying and prioritizing audiences and messages;
- Performs analysis of political situations and scenarios, and contributes to the formulation of institutional responses;
- Uses the opportunity to bring forward and disseminate materials for global advocacy work and adapts it for use at country level.

Management and Leadership:
- Ability to build strong relationship with clients, focuses on impact and results for the client and responds positively to the feedback;
- Approach the work with energy and positive and constructive attitude;
- Demonstrate openness to change and ability to manage complexities;
- Lead the team and provide mentoring to his/her colleagues;
- Ability to produce results under a complex and conflict-stricken environment;
- Strong conflict resolution and change management skills.

Client Orientation:
- Anticipates client needs;
- Works towards creating an enabling environment for a smooth relationship between the clients and service provider;
- Demonstrates understanding of client’s perspective;
- Solicits feedback on service provision and quality.

Core Competencies:
- Demonstrating/safeguarding ethics and integrity;
- Demonstrate corporate knowledge and sound judgment;
- Self-development, initiative-taking;
- Acting as a team player and facilitating team work;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Creating synergies through self-control;
- Managing conflict;
- Learning and sharing knowledge and encourage the learning of others;
- Promoting learning and knowledge management/sharing is the responsibility of each staff member;
- Informed and transparent decision making.

Need Driving Licence

No

Competencies & Values
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
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 TURR000445-7750

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 to which you would like to apply.

This is a national UN Volunteer assignment, therefore only nationals of Turkey and legal residents in Turkey with the status of refugee or with the status of being stateless are eligible to apply.
Application deadline: 22-09-2020

doa.apply_url

https://vmam.unv.org/candidate/show-doa/VFVSUjAwMDQ0NQ==

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.