UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

USAR000040--Fund Officer – Spotlight Initiative

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>United States</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International 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>
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<tr>
<td>Duty Station</td>
<td>New York [USA]</td>
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<tr>
<td>Assignment Place</td>
<td></td>
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<tr>
<td>Assignment Place Remark</td>
<td>Family Duty Station</td>
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Living Conditions

The UN Volunteer will reside in New York, which is a family duty station. It is a dynamic city with access to a range of public transport, infrastructure, accommodation, and cultural activities.

The cost of living is high. As is the case for UN staff and partners, the volunteer will make their own arrangements for housing and transportation to and from work.

The average monthly Volunteer Living Allowance (VLA) for a Specialist UN Volunteer in the United States in 2018 was $3,476 per month (those with dependents will receive more). The average monthly Volunteer Living Allowance (VLA) for a UN Youth Volunteer in the United States in 2018 was $2,782 per month.

These amounts include a 30 per cent accommodation supplement to offset the high accommodation
costs in New York duty station. Candidates are encouraged to consider this when applying.

Assignment Details

**Assignment Title**  
Fund Officer – Spotlight Initiative

**Organizational Context & Project Description**

The Spotlight Initiative was launched by the European Union and the United Nations to address all forms of violence against women and girls, and harmful practices. It follows a transformative and evidence-based approach, addressing unequal power relations between men and women and focusing on gender equality and women's empowerment. In line with the principles of the 2030 Agenda for Sustainable Development, the Initiative promotes a human rights-based approach and takes 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". To manage this initiative, the European Union and the United Nations are establishing a Multi-Partner Trust Fund (MPTF) with a dedicated governance structure.

The Spotlight Initiative aims to support transformative change on the ground to end violence against women and girls, in numerous countries and globally. At this stage, the following countries have been selected (in Latin America: Honduras, Guatemala, El Salvador, Argentina and Mexico; in Africa: Nigeria, Liberia, Niger, Malawi, Mozambique, Zimbabwe, Uganda, Mali). The Initiative is supported by a Secretariat responsible to ensure management, coherence, alignment, quality, and technical support.

The Secretariat for the Initiative is composed of two teams, the Management Unit (housed at the Multi-Partner Trust Fund Office) and the Technical Unit (housed at UN Women) reporting to the Executive Office of the Secretary-General.

The Management Unit’s core functions include:

- Execute and coordinate all management functions of the initiative, including the implementation of decisions made by Steering Committees.
- Elaborate an Operations Manual, in accordance with signed legal agreements, and ensure compliance with it.
- Serve as the Secretariat to the Spotlight Governing Body (co-chaired by the Deputy Secretariat General and DEVCO Commissioner) and Operational Steering Committee.
- Provide advice and recommendations in collaboration with the Administrative Agent to the Operational Steering Committee on strategic investment priorities, regional and country level financial allocations, implementation performance, and cash management planning related to European Union disbursement policies.
- Coordinate country eligibility and allocation processes between the Operational Steering Committee, Spotlight Initiative UN Country Teams and European Union Delegations.
- Provide advice and recommendations in collaboration with the Administrative Agent to the
Operational Steering Committee on implementation performance, and fund management planning related to European Union disbursement policies.

- Prepare and submit Fund Transfer Requests, signed by the Deputy Secretary General of the United Nations, to the Administrative Agent, to disburse funding to countries for approved programmes.
- Oversee the design, development and maintenance of one integrated platform for programme design, management and reporting – an on-line Results-Based Management System.
- Ensure monitoring and control of operational risks (update the risk monitoring matrix regularly).
- Consolidate the narrative of annual and final reports submitted by recipient United Nations organizations and present reports to the Operational Steering Committee for review.
- Develop the resource mobilization strategy to attract donors, which will allow to expand the Initiative’s geographical coverage; develop and maintain new partnerships with Member States, inter-governmental bodies, foundations, and private sector.
- Support coordination efforts with any relevant global initiatives.

Under the guidance and direction of the Head of the Management Unit the Fund Officer is responsible for providing management and coordination support for implementation of the Spotlight Initiative’s Country and Regional programmes, including for supporting the Initiative’s governance structure, contributing to the design and operationalization of the Results Management System, ensuring smooth fund operation, and contributing to awareness raising of the Initiative among potential donors.

**Sustainable Development Goals**

5. Gender Equality

**Task description**

Contribute to Strategic Planning, Overall Management and Coordination of the Spotlight Initiative (20%):

- Supports Governing Body and OSC meetings, contributes to elaboration of detailed agendas, background and talking points for the Co-chairs of both the Governing Body and Operational Steering Committee; monitors action points; liaises with UN Agencies at HQ regarding activities of the Governing Body and OSC
- Supports with planning of joint mission by the Governing Body or the OSC to priority countries for launches or implementation visits;
- Provides coordination and administrative support to the meetings of the Governing Body and Operational Steering Committee, as needed.

Support the design, development and maintenance of one integrated platform for Spotlight Programme design, management and reporting – an on-line Results-Based Management System (30%)

- As part of the task force, works on the design of the on-line Results-Based Management System in all three phases – Digitalization of ProDocs Module, Development of Monitoring and Reporting Module, and Development of Visualization/Results Analytics Module;
- Participates in User Testing of the on-line system;
- Provides Training of Trainers and work on piloting of the system in several countries;
- Plans a Global Rollout of Spotlight Results-Based Management;
• Ensures linkages with MPTF Office GATEWAY page of the Spotlight Initiative (http://mptf.undp.org)

Support Fund Operation (35%):

• Supports the oversight of the Programming Cycle in line with agreed timelines;
• Work in close collaboration with the Initiative’s implementing agencies, to provide management, operational and budget planning assistance to Country and Regional teams as they plan and implement the Spotlight investments;
• Contributes to the development and periodic updates of the Spotlight Operations Manual, in accordance with signed legal agreements, and ensure compliance with it; designs and reviews appropriate templates;
• Monitors and ensures application by Recipient UN Organizations of the Fund procedures and applicable templates.
• Monitors the work of Spotlight Country-level Steering Committees, and application of global guidelines regarding composition and functions;
• Monitors the configurations of Spotlight Programme Management structures regarding updates if any changes.
• Monitors the reported expenditures in compliance with the Spotlight Initiative’s Contract.
• Contributes to the production of the Spotlight’s Annual Report
• Supports the preparation of the Management Unit’s Annual Work Plans.
• Perform other related duties and assignments as and when requested by supervisor

Support Partnership Building, Resource mobilization and Knowledge Management (15%)

• Engages with Member States Missions in NY at the technical level to raise awareness about the Spotlight Initiative and provide necessary background data; follow up on the official correspondence of the Spotlight Initiative with the Member States.
• Contribute to the implementation of the resource mobilization strategy at the global and country level.
• Monitors country resource mobilization targets, analyzing the unfunded gap in the Country Programme and initiatives undertaken to raise funding for the Spotlight Initiative for Phase II.
• Disseminates the annual report to Member States and partners in NY. Organizes meetings to present the annual consolidated report to technical level representatives of the Member States’ Missions in NY.
• Supports knowledge management for the UNDS reform operationalization.

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

- Governing Body and Operational Steering Committee meetings are well run and follow-up ensured.
- High-quality contribution to the Spotlight’s on-line Results Management System is provided with the rollout to all Spotlight Countries in 2020.
- Timely and high-quality advice and collaboration with all relevant stakeholders of the Spotlight Initiative at the country, regional and global is ensured.
- Timely and high-quality advanced management support and guidance to the Spotlight Initiative’s programme teams in line with workplan.
- Other donors are contributing to the Spotlight Initiative, thus expanding the geographical coverage of this SDG demonstration fund.

- 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**

Master degree or equivalent

**Education - Additional Comments**

Master’s degree (or equivalent) in business or public administration, development or relevant social science or related field is required.

**Required experience**

36 months

**Experience Remark**

At least 3 years of professional experience working in project or programme management or related area.

**Language Skills**

- English (Mandatory), Level - Fluent

**Area of Expertise**

- Development programme management Mandatory
- Knowledge management, archiving and documentation Optional
- Resource mobilization, partnership and donor coordination Mandatory

**Area of Expertise Requirement**

13 Aug 2019
Conditions of Service and other information

Condition of Service  
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.

**Application Code**

USAR000040-5138

**Application procedure**

* Not yet registered in the UNV Talent Pool?
Please first register your profile at [https://vmam.unv.org/candidate/signup](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](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](https://vmam.unv.org/candidate/profile). Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](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 August 2019**

**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.