UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

USAR0000056--Coordination Specialist

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 of America</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
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<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>6 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>15-05-2020</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>Family Duty Station</td>
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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;
Assignment Title

Coordination Specialist

Organizational Context & Project Description

The Lion’s Share Fund is an initiative led by UNDP and a coalition of business partners, including advertisers and creative advertising agencies. Its premise is simple yet innovative: when an animal image is currently used for promoting goods and services no remuneration is paid by the advertisers to compensate the animal, its habitats and nature - unlike when people appear in advertising. The Lion’s Share initiative seek to change this by creating a voluntary mechanism for participating advertisers to contribute 0.5% of their relevant media spend for the use of animal images in their marketing. In return for contributing a portion of their advertising budget to the fund, brands will be able to use a Lion’s Share certificate/logo on their products or in their ads, signalling to consumers the positive conservation impact.

The Lion’s Share is a multi-partner platform bringing together private sector companies, foundations, philanthropist and individual donors, global and local non-profit organisations, the United Nations (UN), specialists and concerned individuals working to make a difference for biodiversity. The founding partners are Finch, BBDO, Mars Incorporated, Nielsen and the United Nations Development Programme (UNDP).

The objective of The Lion’s Share Fund is to “harness private sector leadership and consumer support to
secure healthy wildlife populations and habitats, instil compassion and care for animals as the foundation of human well-being, and ensure increased appreciation for nature and its contributions to equitable and sustainable development pathways”.

The Lion’s Share Fund was announced in June 2018 at the Cannes Lions International Festival of Creativity. The Lion’s Share Fund was officially launched at the 73rd UN General Assembly.

The Coordination Specialist supports the overall operationalization of the Fund and coordinates the internal UNDP structure (the tri-partite collaboration between Bureau for the Policy and Programme Support (BPPS), the Bureau for External Relations and Advocacy (BERA) and the Multi-Partner Trust Fund Office (MPTFO). The Coordination Specialist supports the coordination between UNDP and the Founding Partners and other relevant private sector partners. The Coordination Specialist is contracted by BPPS but reports to both the MPTFO Senior Portfolio Manager and the Head of Biodiversity (GEF/BPPS).

**Sustainable Development Goals 15. Life on Land**

**Task description**

Within the delegated authority and under the supervision of Head of Ecosystems and Biodiversity, BPPS, UNDP and the Senior Portfolio Manager, Multi-Party Trust Fund Office, or his/her designated mandated representative(s), the UN Volunteer Coordination Specialist will:

1) Strategic Planning and Coordination:

- Manage the planning and scheduling for Task Forces, Steering Committee and Executive Board meetings;
- Draft, in coordination with the Secretariat Manager and the Chairs, detailed meeting agendas, chair notes and meeting materials as needed;
- Support drafting of the operational manual and monitoring and evaluation framework for the Fund;
- Drafts supportive documentation, work plans, technical notes, strategic plans, budgets, project documents, communication pieces;
- Draft minutes and circulates for comments and finalization;
- Monitor action points and reports back to the Steering Committee and Executive Board;
- Communicate decisions to the concerned stakeholders, in close cooperation with MPTFO/BPPS/BERA;
- Liaise with UN Agencies, private and public sector partners, and individuals regarding relevant activities;
- Facilitate linkages and consistency between the Fund and other conservation/private sector related initiatives, events and opportunities.

2) Fund Operation:

- Support the preparation of the Annual Work Plan(s) and budget for the Secretariat;
- Support the preparation of job descriptions, vacancy announcements, and office set-up;
Support the Partnership Manager and Trustee in any outreach, marketing and communication initiatives as needed;
- Drafts contribution agreements for private sector donors, MOUs, Pro Bono contribution agreements [in adherence with UNDP POPP];
- Undertake due diligence of possible private sector partners; monitors the risk management information and updates the Fund Risk Mitigation Strategy;
- Requests, reviews and ensures accurate data from third party advertising monitor;
- In consultation with the Head of Biodiversity and the Technical Specialist, supports the preparation of progress updates;
-Drafts periodic consolidated reports on the achieved Fund results upon the request of the Steering Committee;
- Monitors, reports and advises on budgetary concerns;
- Contributes to development of social media campaigns, communication tools, and informational materials;
- Drafts Fund progress updates, financial narrative reports and the published annual report;
- 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;
- 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)- 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 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:
  - Task Forces, Steering Committee and Executive Board work plans, support materials in place and decisions communicated;
  - Efficient and effective support for the operationalization of the Secretariat ensured;
  - Efficient and effective support to capitalize the Fund ensured;
  - Due diligence procedures implemented, and Fund Risk Mitigation Strategy updated;
  - Quality reports drafted;
  - 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.

- 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**

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<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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<td>Education - Additional Comments</td>
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**Required Degree Level**: Master's degree

**Required Experience**: 3 years

- Masters (Advanced level) University Degree in one or more of the following disciplines: international development, economics, social studies, business studies, international relations or other equivalent fields.
- A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- Minimum 3 years of relevant experience at an international level in international development, international relations, programme coordination, and/or environment issues, both in the field and/or
Required experience
36 months

Experience Remark

- Proven experience in coordination and partnership building, preferably within a UN context is a major asset.
- Experience in private sector engagement for development results is an asset.
- Experience working with a multi-partner Trust Fund is an asset.

Language
- English (Mandatory), Level - Fluent

Area of Expertise
- Community participation and development Optional

Area of Expertise Requirement

- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment.
- 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.

Need Driving Licence
No

Competencies & Values

- Client Orientation
- 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 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$ 1,651. 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
Application Code

USAR000056-6515

Application procedure

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 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.

Application deadline: 19 March 2020

doa.apply_url
https://vmam.unv.org//candidate/show-doa/VVNBUjAwMDA1Ng==

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.