

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### WSMR000029--ICT in Education Curriculum 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

|                               |  |
|-------------------------------|--|
| <b>Country of Assignment</b>  | Samoa  |
| <b>Host Institute</b>         | United Nations Educational, Scientific & Cultural Org. |
| <b>Volunteer Category</b>     | International Specialist                               |
| <b>Number of Volunteer</b>    | 1  |
| <b>Duration</b>               | 12 months  |
| <b>Expected Starting Date</b> | Immediate  |
| <b>Duty Station</b>           | Apia [WSM]   |
| <b>Assignment Place</b>       | Family Duty Station                                    |

#### Assignment Place Remark

The Monthly Living Allowance (MLA) is about USD 2,418.72 and an additional monthly family allowance will be paid for recognized dependents as per the UNV Conditions of Service.

**Please note that this assignment is in-situ and requires presence in Samoa immediately subject to approval of temporary resident permit/entry permission by the Government of Samoa.**

#### IMPORTANT NOTICE

- **Travelers are NOW required to be fully vaccinated before entry into Samoa with any vaccine pre-qualified by the World Health Organization (AstraZeneca, Pfizer, & Janssen).**
- **A legitimate vaccine certificate is** required for boarding. Fully vaccinated implies completion of the required prescribed doses per vaccine used. All should have completed 2 weeks post vaccination prior to travel.
- A hard copy must be presented on arrival into Samoa
- Passengers who haven't been vaccinated or failed to complete required doses of vaccination will be denied boarding.
- Children under 18 years are exempted from the requirement above.
- **A Negative rtPCR copy test** is still required to be taken within 72 hours of departure from originating airport. The lab result must

be presented in hard copy on arrival into Samoa.

### Living Conditions

The traditional Samoan way, the fa'a Samoa, remains a strong force in Samoan life and politics where family is all-important and elders are highly respected. Samoa sits in the cyclone belt and is highly vulnerable to devastating storms. Around three-quarters of its 195,000 population live on the main island of Upolu; the rest live on the neighbouring island of Savai'i or one of the seven small islets. Each village is made up of extended families that are represented on the village council by a chief (matai). The more western-style parliamentary system in Samoa is highly influenced by traditional social systems and the family, civic and political duties performed by the matai at village level. The country is predominantly Christian. Land ownership is complex in Samoa and strangers cannot wander freely through private or empty land without first seeking permission.

The traditional clothing for Samoan women is the puletasi (matching top and ankle length lavalava). These can be purchased in markets or most clothing or fabric shops in town. It is advisable not to expose skin above the knee, especially when attending traditional events. For men, choose long pants, knee-length shorts and short-sleeved shirts. Traditional wear for men is the ie faitaga or ie sulu (a wrap-around lavalava) and island shirt. The ie faitaga and island shirts can be purchased at the market or most shops in town or made to measure at clothing shops in town.

Precautionary measures are recommended, such as insect repellent and long sleeves/ trousers in the evening if outside and a mosquito net if you are staying in villages. Skin infections can develop quickly so have a good supply of plasters, antibiotic cream and antibiotics. There are public hospitals in both Upolu and Savaii complete with a qualified dentist. Although you should have adequate health care in-country you will need to be responsible for managing your own health while on assignment.

Banks are found in Apia - Westpac, ANZ, and the Bank of the South Pacific. You will find ATMs in town with an increasing number of shops also having EFTPOS machines. Some hotels/guest houses accept foreign credit cards. Local currency is the tala. Samoa has two cellular providers, Blue Sky and Digicel. Coverage is generally good within urban areas but fades quickly as you move to rural locations. Internet connections are widely available at reasonable speeds. Internet cafes are available in town with wireless 'hotspots' around businesses and hospitality complexes.

## Assignment Details

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### Assignment Title

ICT in Education Curriculum Specialist

### Organizational Context & Project Description

Under the "Samoa Knowledge Society Initiative" and an upcoming initiative called, the "Building Education System Resilience through Online and Multimedia Education in Samoa", UNESCO is promoting access to information, cultural diversity and multilingualism on the Internet and building pluralistic, equitable, open and inclusive knowledge societies. UNESCO sees universal access to education as a fundamental human right and a key to foster knowledge societies, sustainable development and maintain peace within and among nations.

UNESCO believes that the creation of knowledge societies is important for sustainable human development. Knowledge Societies are built on the pillars of inclusion, openness, diversity and pluralism. They promote access to information and knowledge by leveraging ICTs with the goal of improving access to education, scientific knowledge & innovation and empower local and marginalized communities. Through universal knowledge societies, UNESCO promotes an environment where individuals develop abilities not only to access information but to transform it into relevant knowledge.

The Lifelong Learning Lab is a component of the "Samoa Knowledge Society Initiative", a project funded by India-UN Partnership Fund. Further work on this initiative, in particular to connect the Learning Management Platform with 20 schools and to equip the schools with devices with specific focus on disability will be undertaken with another project, "Building Education System Resilience through Online and Multimedia Education in Samoa" which is supported by the Government of Japan. Alongside, with funding from the Global Partnership for Education, UNESCO is supporting development of a regional learning management platform in partnership with the University of the South Pacific. This ToR sees UNESCO efforts going towards the direction of creating a synergy among various projects and the ongoing efforts of the Ministry of Education, Sport and Culture (MESC) and combining efforts. The combined initiative will help in developing content and training teachers for mainstreaming online and multimedia technologies in a wide array of teaching and learning activities for students and teachers. The 'Lifelong Learning Lab' will be hosted by MESC and provide customized access

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

of the Learning Management System (LMS) to a wide range of users.

UNESCO is looking for an ICT in Education Curriculum Specialist to set up a Learning Management System Team, train teachers, librarians and others from the education sector in online and multimedia teaching and learning and content creation and support activities of the Lifelong Learning Lab. The incumbent is expected to have technical competence to conceptualize, design, develop, and deploy an LMS and training skills to enhance capacities of MESC, National Library of Samoa and other stakeholders.

The Post will also support content management of an overarching learning management platform (LMP) that can offer curricular resources for early childhood education, primary and secondary education in formats that are both Open as well as Inclusive and robust enough to host Open Educational Resources (OERs) for supplementary learning, higher education and professional development.

## **Sustainable Development Goals**

### 4. Quality Education

## **Task description**

### **Development of the learning management platform and deployment of a learning management system:**

- Collaborate with the LMS Administrator and MESC curriculum division in populating the LMS system for Samoa using e.g. Moodle with content
- Undertake a need assessment inquiry to support development of content and training that are demand responsive.
- Identify knowledge gaps of staff in the effective implementation of the learning management system and support capacity development through appropriate training programmes.
- Provide technical support in maintaining content within the learning management system by creating and uploading modules and courses, granting access and role-based user permissions, updating course content, and running reports.
- Develop and publish course templates for reuse by educators in designing courses for online and blended learning delivery.
- Support subject matter experts in the design and creating of learning materials and maintenance processes.
- Periodically Monitor the quality of courses hosted on the learning management system with time-bound reviews/audit of course status, and coordination to eliminate duplication, conflicting or redundant content.
- Create and Manage community/discussion forum/ social media feed system within the learning management system including functionality, appearance, tabs, and settings.
- Identify and communicate opportunities for process and quality improvements, provide feedback on usage, defects, and suggest enhancements.
- Seek and promote collaborative partnerships to meet training needs and opportunities for the professional development of teachers and in MESC and education sector.
- Analyze data and recommend solutions to utilize the LMS to deliver, track training and measure performance of users.
- Create and update resources to train and support learners on how to use the technology for online and professional development.

### **User Management:**

- Work with subject matter experts, provide design support in developing online course materials to facilitate learning.

### **Course Management:**

- Publish and archive online or blended learning solutions.
- Assigns training curricula for professional development of educators
- Work with the Information Technology and Curriculum department of MESC to develop relevant learning outcomes and corresponding modes of delivery
- Analyze reporting data and recommend strategic direction for MESC and education sector, or others, as appropriate.
- Create and manage the overall course structure and sets up courses based on specifications from the curriculum staff.
- Manage tracking of course revisions and history.
- Build online assessments and evaluations in the learning management system for courses.

### **Troubleshooting:**

- Work with the curriculum staff to troubleshoot and resolve technical issues related to accessing the learning management system and course content, in particular for persons with disabilities.

### **Training of trainers for teachers, key personnel nominated by education sector and the librarians:**

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- Together with the LMS Administrator, conduct basic training in using digital technologies for education for 100 students with disabilities
- Conduct capacity development training for trainers of teachers, teachers, and MESC curriculum division staff, NUS nominated staff and others from the education sector on the preparation and delivery of online content and e-assessment of learners.
- Conduct training of trainers in designing and delivering online courses using Moodle LMS
- Together with the LMS Administrator, support training of 100 teachers from 20 schools to use assistive technologies for ensuring inclusion of the students with disabilities.

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

- A learning management system (LMS) team comprising of key personnel from MESC, NUS, Libraries, and others in the education sector set up.
  - Partnership with the OER Foundation, the curriculum and ICT divisions of MESC, participating schools, and teachers developed.
  - Key personnel from MESC, NUS and key education sector personnel trained in developing curriculum-based multi-media education.
  - LMS populated with courses and OERs.
  - Training developed and delivered to 100 students with disabilities, and 100 teachers in collaboration with LMS Administrator.
  - LMS team training in using the lifelong learning lab to continue updating the LMS and continuing training in the future.
- 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** Doctoral degree

### Education - Additional Comments

#### Education:

- Advanced degree (a Masters' or a PhD) in instructional design, educational design, ICT in education technologies, education pedagogies, or other related fields.

**Required experience** 60 months

### Experience Remark

#### Experience:

- Over five years' work experience in instruction design/ LMS:
  - ICT for education with practical experience in online learning using the Moodle LMS
  - Learning design and/or curriculum development.
  - Teaching or Training Background beneficial and passion for learning

#### Skills and competencies:

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- Good knowledge of multiple web design technologies, such as HTML, Web 2.0
- Previous experience in learning management system administration.
- Good knowledge of online teaching and learning, products and systems requirement.
- Good knowledge of the LMS and technical competence to curate contents for LMS
- Ability to develop instructional guidebooks and training manuals
- **Excellent analytical and drafting skills;**
- Excellent communication skills (written and oral) and able to exchange information on complex issues;
- Ability to establish and maintain effective working relationships in multicultural environment with external and internal partners;
- Excellent organization and planning skills, including the ability to organize own work priorities and deadlines. Discretion and maturity of judgement are required;
- Ability to work under pressure;

#### Language

- English (Mandatory) , Level - Fluent

#### Area of Expertise

- IT architecture and IT project management Mandatory

#### Area of Expertise Requirement

Communication and Information Sector and Education Sector.

**Need Driving Licence** No

#### Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Commitment and Motivation
- Communication
- Ethics and Values
- Integrity
- Knowledge Sharing
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- 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:

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Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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\$ 1,682. 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 (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 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;
- 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**

WSMR000029-9021

#### **Application procedure**

##### **\* Not yet registered in the UNV Talent Pool?**

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?**

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**Application deadline:** 5th May 2021

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doa.apply\_url

<https://vmam.unv.org/candidate/show-doa/V1NNUjAwMDAyOQ==>

#### **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.*