UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

ZMBR000117--Early Childhood Development 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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Zambia</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Children's Fund</td>
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<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Lusaka [ZMB]</td>
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<td>Assignment Place</td>
<td>Family Duty Station</td>
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Assignment Place Remark

None.

Living Conditions

Lusaka became the capital city of Zambia in May 1935. Lusaka’s central position in Zambia and it is extremely pleasant climate were two of the main reasons for its selection as the capital. It is a metropolis, which provides a home to about two and half million (2.5M) inhabitants of many different nationalities. It has grown to become the seat of the Government of the Republic of Zambia and as such all diplomatic missions, international organizations, industrial and commercial entities have set base. Its political, social, economic and cultural significance has also increased through the years. Lusaka has all amenities in place that would make visitors stay comfortable. For more info, visit: http://www.zambiatourism.com.
UNICEF Zambia has been a lead agency to promote quality Early Childhood Development and Early Learning together with the Government of Zambia, for many years. UNICEF Zambia’s strategic organizational review in 2018 (Mid Term Review) renewed its commitment to Integrated Early Childhood Development (IECD) with stronger inter-sectoral work from national to community level and is in the process of developing community level Integrated Early Childhood Development service provision models (Insaka) to ensure young children in remote and disadvantaged areas have equal chances to develop their fullest potential.

While notable gains have been observed in the past, children in Zambia face multiple adversities that put them at risk of poor developmental outcomes e.g. 40 per cent of children under the age of five (5) years are stunted; only 14 per cent of children under 5 years have a birth certificate and 74 per cent of children entering Grade one (1) have no prior early learning experience, suggesting many of them may not have adequate school readiness before grade 1. When children are poorly nourished, under nurtured and not stimulated, they are likely to learn less in school and go on to earn less as adults. This underscores the importance of the interlinkage between health, nutrition, protection, stimulation and early education in child development, now defined as nurturing care.

If no proper interventions or support are provided, those young children miss this unique period of opportunity in brain development, to start developing a solid foundation for learning. This hinders future intellectual, social and emotional skills development, reducing their ability to navigate through rapidly changing social, technological and economic landscape of the country and the world, and to contribute as productive members of the society.

The UNV Early Childhood Development Officer will mainly support the decentralized level of this flagship IECD service provision model, working with local authorities, partners and communities towards cost efficient, quality and sustainable IECD service provision in the most disadvantaged areas. The UNV Early
Childhood Development Officer will also ensure IECD programme and activities are well implemented, documented and reported with high quality information and data. The UNV will also be responsible for local level cross-sectoral coordination and capacity building efforts to lead the programme to a success.

**Sustainable Development Goals**

**Task description**

Under the direct supervision of the Education Specialist – ECD

- Assist the UNICEF Zambia Country Office Technical Team in supporting government at national & local level; NGO Implementing Partners and communities; to operationalise the INSAKA concept as an Integrated Community Based ECD Initiative.
- Assist the Zambia Country Office Communication for Development (ZCO C4D), Communication and ECD technical teams to promote children’s holistic development (i.e. promotion of good nutrition, play/early stimulation; child protection and early learning) and to promote nurturing care practices amongst caregivers.
- Undertake regular field programme monitoring visits to the community based IECD centers and assist in documenting key findings and recommendations drawn from the field visit reports.
- Assist in tracking implementation of the recommendations of the field monitoring visits to improve the quality of IECD programme implementation.
- Support data generation and utilisation to support programme management and programme monitoring (includes providing support to research component of the IECD programme).
- Support documentation of programme results in collaboration with Education Specialist and Communication, Partnership, Advocacy and Engagement (CAPE) (including compilation of Human Interest Stories).
- Assist the Education Team in support of multi-sectoral coordination at national and sub-national level including assisting UNICEF role in ZECDAN (Zambia ECD Action Network).
- Support the Technical Team with the drafting and compilations of Donor Reporting.

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**

- Annual Implementation Plan for Inter-sectoral IECD service provision model for the Country Office developed with cross sectoral coordination and collaboration.
- Monitoring, Indicator and Data collection plan and mechanism is agreed upon and implemented by relevant sectors.
- Local level (district) IECD coordination mechanism is maintained and actively providing local level policy leadership for the implementation of an integrated community based ECD programme-INSAKA.
- National level IECD multi-sectoral coordination events and activities are supported including ZECDAN.
- At least two high quality programme progress reports prepared (includes donor reports).
- Monitoring and indicator/data collection database and tools developed.
- Insaka Initiative (i.e. results and processes) well documented.
- At least two high quality communication materials (for external donors etc.) are prepared.
- Locally adapted C4D materials available with key ECD related messages for Caregivers.

- 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

- Bachelors degree, preferably advanced university degree in the areas of Child Development; Education Development, Sociology or a related discipline particularly in the Social Sciences. University degree with relevant work experiences will also be considered.
- Demonstrated interest and/or experience of Early Childhood Development; education development issues, policies, social services/welfare, community development as well as programme/project management.
- Ability to conceptualize, innovate, plan and execute ideas as well as transfer knowledge and skills;
- Excellent research, analysis, writing, and excellent communication (written and verbal) skills in English required;
- Proficient in collecting different type of data and making sense of them to analyze higher level situation and outcomes. Good handle of large size data as well as analyzing and maintaining them. Very good knowledge in data, statistics and its analysis will be an asset.
- Proven ability to (i) work flexibly and independently with limited supervision in a multi-cultural team environment and deliver quality results against tight deadlines; and (ii) handle multiple tasks and remain calm and in control even under pressure.
• Demonstrates openness to change, proactively explore different options or course of actions, and responds positively to critical feedback; Consistently approaches work with energy and a positive attitude.
• Ability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside the organization.
• Computer literacy and proficiency in the use of computers: presentation, word processing, excel spread sheets, graphics, internet, etc. is a must.
• Willingness to contribute and work as part of a team.

**Required experience**

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**Experience Remark**

At least 2 years of relevant work experiences in Education, Early Childhood Development, Community development, or other social development work. Previous experience as a volunteer (i.e. studies, volunteer work, internship) would be highly regarded.

**Language Skills**

- English (Mandatory), Level - Fluent

**Area of Expertise**

- Early childhood, compulsory and higher education Mandatory

**Area of Expertise Requirement**

- Early Childhood Development;
- Education Development;
- Policies;
- Social services/welfare;
- Community and Civil Society Development;
- Programme/Project Management in international development cooperation;
- Monitoring and Evaluation.

**Need Driving Licence**

No

**Competencies & Values**

- Accountability
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
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.

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

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**

ZMBR000117-4396

**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: 21 April 2019**
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.