# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

ZMBR000147--Research Assistant


## Informations générales

<table>
<thead>
<tr>
<th>Pays d'Affectation</th>
<th>ZMBR000147--Research Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agence/Institution hôte</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Catégorie de volontaire</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Nombre de Volontaires</td>
<td>1</td>
</tr>
<tr>
<td>Durée</td>
<td>12 mois</td>
</tr>
<tr>
<td>Date présumée du début</td>
<td>Immédiate</td>
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<tr>
<td>Lieu d’Affectation</td>
<td>Lusaka [ZMB]</td>
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<tr>
<td>Assignment with family</td>
<td>Assignment with family.</td>
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## Conditions de vie

Lusaka became the capital city of Zambia in May 1935. Lusaka’s central position in Zambia and its 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 a visitor stay comfortable. For more information, visit: http://www.zambiatourism.com.
Détails sur l'Affectation

Titre de l'Affectation
Research Assistant

Contexte organisationnel & description du projet

In October 2012, UNDP launched the Biodiversity Finance Initiative – BIOFIN, as a new global partnership seeking to address the biodiversity finance challenge in a comprehensive manner – building a sound business case for increased investment in the management of ecosystems and biodiversity, with a focus on the needs and transformational opportunities at the national level.

In Zambia, the initiative is spearheaded by the Ministry of Lands and Natural Resources (MLNR). The Ministry has revised its National Biodiversity Strategy and Action Plan (NBSAP) of 1999 and put in place NBSAP-2 of 2015 which is the prerequisite to the initiative.

MLNR and UNDP are looking for two dynamic individuals to work as Research Assistants under the BIOFIN Initiative. The selected Research Assistants will work under the supervision of the BIOFIN Country Team Leader/Lead Consultant.

Objectifs de développement
15. Life on Land

Description de l'action

Under the direct supervision of the BIOFIN Country Leader and Lead Consultant, the National UN Volunteer will undertake the following tasks:

- Assist the BIOFIN Country Team Leader/Lead Consultant in completion of various outputs from Phase 1 of the BIOFIN initiative;
- Assist the BIOFIN Country Team Leader/Lead Consultant in analysing and proposing policy options to promote biodiversity investment and direct expenditure/budget decisions to support biodiversity and ecosystems management;
- Data gathering and analysis to facilitate drafting of knowledge products arising from phase 1 of the BIOFIN initiative. These knowledge products are meant to be used in advocacy to the public, private and financial sector towards increasing levels of finance for biodiversity conservation in Zambia;
- Undertake project administrative tasks related to awareness creation, capacity building events and other advocacy related assignments;
- Assist in documenting lessons learned ranging from institutional considerations to technical issues.

En plus de ce qui précède, les Volontaires des Nations Unies sont censés :

• Renforcer leurs connaissances et compréhension du concept du volontariat en lisant la documentation mise à disposition par le programme VNU, les publications externes et prendre activement part aux activités du programme VNU, par exemple s'impliquer dans les activi-tés commémoratives de la Journée internationale des Volontaires (JIV), le 5 décembre.
• Se familiariser et développer toute forme de volontariat traditionnel.
et/ou local au niveau du pays d’accueil. • Reflèter le type et la nature des actions volontaires qu’ils entreprennent, y compris leur participation dans les réflexions substantielles. • Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la publication du programme VNU/ site web, bulletin et notes de presse, etc. • Contribuer au Programme d’accueil des Volontaires des Nations Unies nouvellement arrivés dans le pays d’affectation ; • Promouvoir ou conseiller les groupes locaux dans l’utilisation des volontaires en ligne ou en-courager les individus et les organisations à utiliser les services de volontaires en ligne quand cela est techniquement possible.

Résultats / résultats attendus

- Drafted policy briefs derived from the Biodiversity Finance Needs Assessment and Biodiversity Expenditure Review conducted in phase 1;
- Finance solution on Green Credit and Debit Cards finalized with fully quantified projected results and indicators;
- Draft BIOFIN Gender Action Plans developed;
- Weekly Reports on progress for assigned tasks submitted each week; meetings and other engagements arranged to facilitate BIOFIN outreach.

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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 / Exigences

<table>
<thead>
<tr>
<th>Domaine de qualification</th>
<th>Bachelor degree or equivalent</th>
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<tbody>
<tr>
<td>Niveau de qualifications - autres commentaires</td>
<td></td>
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<tr>
<td>• Bachelor’s degree in finance, economics or related field;</td>
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<tr>
<td>• A Master’s degree will be an added advantage.</td>
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<table>
<thead>
<tr>
<th>Expérience Requise</th>
<th>24 mois</th>
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<tbody>
<tr>
<td>Remarques sur l’Expérience</td>
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<tr>
<td>• Finance, economics and administration related experience;</td>
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<tr>
<td>• Exposure to environmental issues or biodiversity highly desirable.</td>
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Linguistiques

- English (Mandatory), Niveau - Fluent

Domaine d’expertise
• Other finance, economics and administration related experience Obligatoire

Domaine d’expertise requis

• Finance, economics and administration.

Permis de Conduire exigé Non

Compétencies et Valeurs

• Accountability
• Client Orientation
• Commitment and Motivation
• Communication
• Creativity
• Ethics and Values
• Integrity
• Judgement and Decision-making
• Knowledge Sharing
• Managing Performance
• Planning and Organizing
• Respect for Diversity
• Self-Management
• Technological Awareness
• Working in Teams

Conditions de service et autres informations

Conditions de service Click here to view Conditions of Service

Conditions 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 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.
*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 for to which you would like to apply.

Application deadline: **26 February 2020**

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**Avertissement**

Le programme VNU est un programme qui promeut l'égalité des chances et encourage les candidatures de professionnels qualifiés. Le Programme VNU s'engage à assurer la diversité en termes de genre, de nationalités et de cultures.