UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

ZMBR000158—Resource Mobilisation 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 Volunteers</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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<td>Expected Starting Date</td>
<td>01-04-2020</td>
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<tr>
<td>Duty Station</td>
<td>Lusaka [ZMB]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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<tr>
<td>Assignment Place Remark</td>
<td>None</td>
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Living Conditions

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 visitors stay comfortable. For more info, visit: http://www.zambiatourism.com.
In 2016, COMESA and UNV signed a Memorandum of understanding on the establishment of the COMESA Youth Internship and Volunteer Programme (CYIVP). The MoU serves as a framework to accelerate progress on Youth Empowerment in COMESA Region and contribute to the achievement of goals and targets of COMESA Youth Programme, African Charter on Youth, African Union Agenda 2063 and UN Agenda 2030 for Sustainable Development and other international and regional instruments, standards and resolutions that support, address and contribute to youth empowerment. This partnership aimed at contributing significantly to addressing the multi-faceted challenges facing the youth in the region and paving the way for a sustainable future. In the light of UNV’s technical support to COMESA for CYIVP, this call for volunteers will aim at promoting youth volunteerism in the COMESA Member States through the development of programmes, management systems and procedures and promoting recognition, documentation and knowledge sharing on youth engagement through volunteerism.

For a period of 12 months, under the technical support extended by UNV to COMESA, the national UN Volunteer will assist COMESA Secretariat in resource mobilization, for the youth internship and volunteer project by drawing from the COMESA resource mobilization strategy on the proposed sources of funding such as the private sector, development partners, and philanthropists, and other initiatives. The Volunteer will support the COMESA Secretariat (Resource Mobilization Unit), in identifying potential partners based on the COMESA Resource Mobilization Strategy and coordinate the engagements with potential partners identified to support the project. The Volunteer will also assist to define implementation modalities for the youth internship and volunteer project drawing from experiences of UNV with other partners implementing similar initiatives/projects. These implementation modalities will contribute to the justification of the project to potential partners to operationalize the CYIVP.

For purpose of this assignment, the UN Volunteer will undertake the tasks within the overall frameworks of Youth Internship and Volunteer Programme based at the COMESA Secretariat, working with all the relevant Divisions and Units. The UNV Resource Mobilization Officer will be working under the COMESA Resource Mobilization and International Cooperation (RMIC) Unit and in close collaboration with the Division of Gender and Social Affairs.
specifically:

- Lead a review of the implementation plan of the COMESA Youth and Internship Volunteer Programme (CYIP) with the objective to revise and validate the strategies (if necessary) and propose innovations for an implementation plan;
- Carry out a mapping exercise of potential donors and development partners for the CYIP in order to identify potential partnerships/collaborations and resources for the operationalization of the programme;
- Create a data base of diverse donors and development partners: private sector, national organizations, foundations, bilateral/multilateral organizations etc.;
- Develop short-term and long-term resource mobilization strategy and implementation plan for the CYIP;
- Based on the donor intelligence gathered, develop a funding proposal template that will be customized to different donors and development partners; presentations, briefing notes and participates in donor and member state meetings and assist the COMESA team in the finalization of donor agreements for the implementation of the CYIP;
- Assist the COMESA Secretariat, with drafting of messages to Member States for updates on the programme and efforts for its implementation;
- Develop a Programme factsheet that shall be used for outreach, programme awareness, advocacy and resource mobilization;
- Support the Secretariat in organizing and coordinating meetings between COMESA Secretariat and its partners including UNV, donor/development partners and maintain a clear chain of communication with donors and relevant divisions/units at COMESA;
- Define implementation modalities for the youth internship and volunteer project drawing from experiences of UNV with other partners implementing similar initiatives or projects;
- Perform other related duties as required by the supervising authority and/or management.

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

- Revised implementation plan for the Programme;
- A Resource Mobilisation Strategy developed and implemented (short-term and long-term);
- Monthly/Quarterly performance reports;
- List of potential donors identified, engaged and updated periodically, with actual realization of the
resources to implement the CYIVP;

- Clearly defined implementation modalities for the CYIVP in place.

- 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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<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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<td>Education - Additional Comments</td>
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<tr>
<td></td>
<td>Master's degree in business administration or economics or degree in project planning and management.</td>
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<td>Required experience</td>
<td>60 months</td>
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<td>Experience Remark</td>
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<td>Five years of relevant professional experience in resource mobilization and partnership.</td>
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<td>Language</td>
<td>English (Mandatory), Level - Fluent</td>
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<td>Area of Expertise</td>
<td>Resource mobilization, partnership and donor coordination Mandatory</td>
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<td>Area of Expertise Requirement</td>
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<td>Demonstrated experience in resource mobilization, managing external stakeholder relationship (e.g. donor and implementing partner relationships, or similar background).</td>
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<td>Need Driving Licence</td>
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<td>Competencies &amp; Values</td>
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<td></td>
<td>Accountability</td>
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<td>Adaptability and Flexibility</td>
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<td>Client Orientation</td>
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<td>Commitment and Motivation</td>
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<td>Commitment to Continuous Learning</td>
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<td>Communication</td>
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<td>Empowering Others</td>
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27 Mar 2020
Conditions of Service and other information

Condition of 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.

Application Code  
ZMBR000158-6696

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 and click on the ‘Special Calls’ hyperlink to select the special call to which you would like to apply.

Application deadline: 10 April 2020

doa.apply_url

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.