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

Assignment Place Remark

- Nil.

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 organisations, 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 info, visit: http://www.zambiatourism.com.

Assignment Details

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Assignment Title: Programme Associate – Integrated SRH/HIV/SGBV

Organizational Context & Project Description

The United Nations Population Fund (UNFPA) Country Programme with the Government of the Republic of Zambia is in its 8th Programme cycle (2016-2020). It is aligned with Zambia’s national priorities, and the United Nations Sustainable Development Partnership Framework (UNSDPF) 2016 – 2021. UNFPA’s programme is focused on the achievement of three transformative results of (i) ending maternal death by supporting the implementation of reproductive, maternal, newborn, child and adolescent health (RMNCAH) programmes within functional health systems as well as the provision of essential life-saving medicines and equipment to avert preventable maternal deaths within a functional health system; (ii) ending unmet need for family planning by providing information and choice of contraceptives to women and men through a method-mix of rights-based family planning; and (ii) ending gender-based violence and all harmful practices by building the capacity of national and subnational institutions to implement Sexual and Gender Based Violence (SGBV) prevention and management programmes. Underlying UNFPA’s programmes in Zambia include generation, analysis and use of policy and programme relevant data, evidence and information that is disaggregated to highlight pockets of inequality; to guide inclusive national development.

Sustainable Development Goals

3. Good Health and Well-being

Task description

Under the guidance of the Deputy Representative and Assistant Representative, with the direct supervision of the Programme Specialist on Adolescent Sexual Reproductive Health (ASRH)/Youth, the UN Volunteer will contribute to UNFPA activities in the youth team, supporting the Safeguard Young People (SYP) Programme and 2gether2SRHR programmes and will undertake the following tasks:

- Provide inputs to the development of programme strategies on issues of integrated Sexual and Reproductive and Rights (SRHR)/HIV and Sexual Gender-based Violence (SGBV) and adolescent sexual and reproductive health and rights within UNFPA and in the context of Zambia, especially considering the high rates of child marriage, teenage pregnancy and sexual gender-based violence (SGBV) in Zambia and the need to integrate interventions:
  - Draft analysis for the design and formulation of programme/project reports and initiatives in respect to linkages between ASRH, integrated services and youth participation (concept notes, background paper, briefing notes, programme documentation etc);
  - Identify and synthesize best practices and lessons learned directly linked to the Country Programme Document and its activities.
- Support team leaders with programmatic and administrative functions such as taking minutes for technical meetings, maintaining files, eFACES processes and drafting of correspondences and minutes;
- Assist in the monitoring of the implementation of Safeguard Young People Programme (SYP) and 2gether4SRHR Programmes providing periodic assessment of progress toward achieving of results and maintaining the Data For All reporting system;
- Provide support to Programme Officers for the management of annual workplans and budgets and Implementing partner reports, including on aspects of monitoring and evaluation and draft inputs to the preparation of donor and UNFPA reports as required.
- Ensure that data is provided and collected against the agreed upon indicators using the defined reporting tools and ensures that the SRHR/HIV programme results and those relating to SYP are accurately captured, measured and reported;
- Provide technical support to the partner UN agencies to ensure that the necessary M&E systems are established to capture and report on progress in relation to the project, and UNFPA activities on ASRH/Y and 2gether4SRHR, and that reports are submitted timely. Manage the collation of baseline data in relation to the M&E Framework and ensures that agency and country reports are submitted by the participating UN agencies in good time;
- Respond to technical requests from UN and national partners to strengthen their M&E systems and identify adaptations as may be needed;
- Represent UNFPA at relevant inter-agency coordination meetings and other partner events as required.

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
Qualifications/Requirements

Required Degree Level
Bachelor degree or equivalent

Education - Additional Comments
- Bachelor’s degree in development studies, international relations and/or social and health sciences, Master's degree is an added advantage;
- Courses and/or additional training in statistics, data, research (quantitative and/or qualitative) and/or multi-media platforms will be an asset.

Required experience
24 months

Experience Remark
- Demonstrated interest and/or experience in youth and development programmes, SRH and demography including research, monitoring, learning and communication platforms;
- Strong results based management skills and experiences in development programmes, including the use of knowledge management tools and systems;
- Strong Proficiency in computer software packages and social media management;
- Strong proficiencies in written and spoken English.

Language
- English (Mandatory), Level - Fluent

Area of Expertise
- Development programme/project administration Mandatory

Area of Expertise Requirement
- Previous experience as a volunteer (especially with youth health and/or vulnerable populations) and/or experience working with
in a different culture, (i.e. studies, volunteer work, internship).

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Commitment and Motivation
- Communication
- Empowering Others
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- Working in Teams

Conditions of Service and other information

Condition of Service

Click here to view Conditions of Service

Conditions of Service:


The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions
at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.

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**

ZMBR000177-7205

**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.

**We are inspiration in action**

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
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 for to which you would like to apply.

Application deadline: 11-08-2020

doa.apply_url

https://vmam.unv.org//candidate/show-doa/Wk1CUjAwMDE3Nw==

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.