UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

ZWER000098--National Public Sector Reform 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>Zimbabwe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</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>Harare [ZWE]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

Living Conditions

This position is based in Harare, the capital of Zimbabwe. Harare is a family duty station and the living conditions are good. The most modern services are available at a reasonable cost. As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the malicious insurance plan.

Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>National Public Sector Reform Officer</th>
</tr>
</thead>
</table>

Organizational Context & Project Description
Zimbabwe aspires to be a middle-income country and society by 2030 in line with Vision 2030 and the Transitional Stabilisation Programme (2018-2020). In order to achieve this, the Government has set a robust agenda for economic and governance reforms including reforms in the public sector. The Government of Zimbabwe (GoZ) prioritised introduction of changes to the public sector which include, right-sizing of the civil service, modernisation, retooling, reskilling and capacity development of the Public Service Commission (PSC) and all government Ministries and departments so they align to the new ethos and culture of doing business under the new government. Modernization of the public sector is a key pillar of the Government of Zimbabwe’s development trajectory.

In order to respond to identified national priorities, UNDP, as a key Government partner is rolling out holistic governance programming aimed at capacitating various institutions to fully execute their Constitutional mandates using a human rights-based approach and drawing on its comparative advantage. As part of UNDP’s commitment to sustainable and inclusive democratic and economic development, the Zimbabwe Country Office initiated a project in 2019 to support the efforts of the government on modernisation and transformation of the public sector to promote efficient and effective service delivery to the citizens. The programmatic support was designed towards the immediate needs of the sector and facilitation of partnerships for more comprehensive long-term assistance. In the short term, the initiation plan focuses on building the capacity of the PSC. Further, the interventions seek to strengthen the coordination between the PSC, Ministry of Finance and Economic Development (MOFED), Office of the President and Cabinet (OPC) as key drivers of the reform process. All this is with a view to establish a leaner, performance oriented, well-motivated, modern and efficient civil service that delivers high quality services to clients in a timely, transparent and cost-effective manner.

**Sustainable Development Goals**  
16. Peace, Justice and Strong Institutions  

**Task description**

- Provide support to the implementation of UNDP’s programme activities in the Public Sector, specific support to institutional and capacity strengthening and public sector reforms.
- Provide technical and advisory support to UNDP, its partners and stakeholders on Public Sector Reforms
- Provide support for the effective coordination of partners (Government, development partners, CSOs, Private Sector and Academia) on issues related to public sector
- Support the hiring, management of short-term consultants and review their deliverables
- Produce monthly progress update reports and monthly UNDP compliance documents for the Project monitoring dashboard.
- Produce key strategic briefs, concepts and ideation products in tandem with portfolio requirements

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
- 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

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education - Additional Comments</td>
<td>Master's Degree in Public Administration, Public Sector Governance or related field. A bachelor's degree with 2 additional years of experience may be accepted in lieu of post-graduate qualification.</td>
</tr>
<tr>
<td>Required experience</td>
<td>60 months</td>
</tr>
<tr>
<td>Experience Remark</td>
<td>A minimum of 5 years demonstrated professional experience in the areas of public sector reform and institution building, providing technical advice to the highest levels of the Zimbabwean government in developing strategic policy reforms and capacity building strategies.</td>
</tr>
</tbody>
</table>

Language
- English (Mandatory), Level - Fluent
- AND - Shona (Mandatory), Level - Fluent

Area of Expertise
- Governance and decentralization Mandatory
- Political affairs and political reporting Mandatory
- Other rule of law or governance related experience Mandatory

Area of Expertise Requirement
Demonstrated experience providing capacity-building expertise to public administration officials.

Ability to write high quality reports and articulate ideas in a clear concise style.

The successful candidate must demonstrate maturity and neutrality in dealing with sensitive issues.
Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and database packages.

Proven track record of programming in the UN system and working knowledge of the UN system.

Good communication Skills

Need Driving Licence: No

**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**

ZWER000098-6701

**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
Application deadline: 13 April 2020

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.