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

Country of Assignment: Zimbabwe
Host Institute: United Nations Development Programme
Volunteer Category: National Specialist
Number of Volunteer: 1
Duration: until 31-12-2020
Expected Starting Date: 03-08-2020
Duty Station: Bulawayo [ZWE], Lupane
Assignment Place: Family Duty Station
Assignment Place Remark

Living Conditions

Zimbabwe is located in Southern Africa and has three seasons, cool and dry from May-Aug, hot and dry from Sep-Nov, warm and wet from Dec-Apr. Lupane district is located in Matabeleland North Province, with the nearest large city being Bulawayo. The capital Harare is situated in the North East of the country in Mashonaland. The middle plateau of the country is Malaria free and prophylaxis is highly recommended in low-lying and hot areas. The currency in use is USD and all basic food and accessories are available. There are public and private health facilities as well as social amenities available in Bulawayo.

Assignment Details

Assignment Title: UNV Project Officer

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Organizational Context & Project Description

The UN Volunteer will be working with UNDP, the Ministry of Environment, Climate, Tourism and Hospitality Industry, and the Ministry of Women Affairs, Community, Small and Medium Enterprise Development.

The UN Volunteer will be based in Lupane with frequent travel around the district and infrequent travel to Harare. The UNV will support the implementation of two UNDP-supported projects in Lupane, and facilitate synergies between the project activities at the district level.

Zimbabwe, like many other developing countries, experiences unprecedented impacts of climate change and climate variability with much of the impacts being felt on the most vulnerable poor communities, women and children. With an economy founded on sectors vulnerable to climatic changes, namely agriculture, forestry, energy, and tourism among others, the impacts from climate change may compromise employment and livelihoods. This in turn may lead to increased poverty and roll back development gains.

Existing climate projections foresee a worsening scenario if significant climate action is not taken. In addition to this, Zimbabwe faces significant challenges in climate change disaster risk preparedness and management at national to district level. The above challenges reinforce the need to establish coherence between climate change adaptation and resilience building, disaster risk reduction (DRR) and mitigation of climate change in development interventions.

The Government of Zimbabwe (GoZ) through the Ministry of Environment, Climate, Tourism and Hospitality Industry, with support from the United Nations Development Programme (UNDP), is implementing a five-year project “Supporting Enhanced Climate Action” from April 2016 to December 2020. In recognition of the need to promote a climate resilient society, a joint programme has been prepared by the UNDP in collaboration with the Government of Zimbabwe, through its Ministry of Environment, Climate, Tourism and Hospitality Industry, and Civil Protection Department and other partners. The programme aims to support the Government in scaling up gender-sensitive climate adaptation and mitigation actions at grassroots to support sustainable livelihoods, supporting gender sensitive DRR planning and implementation, and providing support for the Government to meet their obligations under the global climate frameworks.

The project works at the national level as well as at district level, where the project targets five districts identified as highly vulnerable to climate change impacts – Buhera, Chiredzi, Bulilima, Lupane and Gokwe South.

At the same time, the Government of Zimbabwe through the Ministry of Women Affairs, Community, Small and Medium Enterprise Development, with support from the United Nations Development Programme (UNDP), is implementing the 5-year project “Inclusive growth and Sustainable livelihoods” from January 2016 to December 2020. With a mandate to reduce poverty, the project seeks to provide some of the poorest communities with the resources (skills, financing, inputs, starter-kits etc) to enable them to leverage local resources and endowments for sustainable income generation. The second component of the project will strengthen the capacity of national and subnational institutions and help ensure that the lessons and experiences drawn from the community level can influence the design of pro-poor policies and programmes in line with the SDGs. The project works at the national level as within four target districts: Lupane, Nkayi, Gokwe South and Binga.

Taking into account the challenges presented by climate change, the two projects will work closely together at district level, seeking to support climate smart livelihoods, sustainable and resilient community development and protection of development gains.

The UN volunteer will work closely with the Lupane Rural District Council, the Ministry of Women Affairs’ SMMEs Department, Climate Change Department, UN Volunteers based in other districts and the Project Coordinator at National level. The UN Volunteer will also work in collaboration with local community leaders, project staff in other development agencies, including multi-lateral and bilateral donors and civil society ensuring successful project implementation. The UNV will support the national Project Management Unit (PMU) of each project in coordinating, reporting, monitoring and managing the project implementation process and achievement of the required deliverables. The UN Volunteer will receive support and supervision from the Project Coordinator of each project, who will also work together to ensure coordinated work and appropriate workload. UNDP, with support from UNV, has overall supervisory and administrative role over the UNV contract holder.

Sustainable Development Goals

1. No poverty

Task description

Under the direct supervision of the Project Coordinator in the Ministry of Women Affairs, Community, Small and Medium Enterprise Development and the Project Coordinator in the Ministry of Environment, Climate, Tourism and Hospitality Industry, with support of the UNDP Projects Officer, the National UN Volunteer will provide technical assistance to the implementation of the two projects ‘Supporting Enhanced Climate Action’ and ‘Inclusive Growth and Sustainable Livelihoods’. The national UN Volunteer will undertake
the following tasks:

General Tasks:

- Ensure timely implementation of activities of both projects focusing on delivery of results and quality control;
- Conduct systematic planning as well as preparation of annual, quarterly work plans and budgets;
- Ensure that reports on activities, outputs and outcomes are regularly prepared;
- Identify and compile best practice and lessons learnt from project implementation;
- Provide operations and administrative support to the projects including financial management, financial reporting, preparation of audits and follow-up actions, and maintenance and inventory control of all project assets at district level;
- Perform as UNDP-MEW/RC and UNDP-MSMECD liaison on project implementation, administrative and finance issues for the project and ensure programme compliance with UNDP Guidelines and government rules and regulations;
- Ensure creation and development of strategic partnerships with stakeholders operating in the district;
- Facilitate synergies between the two projects;
- Perform other project-related duties as requested by the Project Management Unit.

Supporting Enhanced Climate Action specific tasks:

- Provide assistance to Rural District Council officers and community leaders on the development of gender sensitive climate change adaptation and disaster risk management plans in the district and contribute to strengthened capacities of local institutions, communities, and households on DRM through a participatory approach;
- Conduct participatory research with communities (particularly youth and women organizations) in cooperation with Rural District Councils and resource persons to develop and adapt climate change adaptation and DRR practices to each area. Engage community leaders and volunteers from each district to act as champions for climate change adaptation and DRM action taking into consideration gender balance;
- Support mapping and gap analysis on the risks and vulnerabilities that the districts are exposed to in cooperation with the Department of Civil Protection. The findings of the mapping exercise will contribute to the development of a national disaster database/inventory;
- Document experiences and lessons learnt in climate change adaptation and DRM planning with a focus on strengthening the knowledge base and collaboration on climate change adaptation and DRM at district and national level. This includes identification and synthesis of the best practices and lessons learnt from the project activities and sound contributions to knowledge networks and communities of practice;

Inclusive Growth and Sustainable Livelihoods specific tasks:

- Support beneficiaries in the day to day operation of project activities;
- Ensure that women and youth’s economic empowerment is attained through project implementation;
- Provide technical advice to MWACSMED regarding the implementation of project activities;
- Represent MWACSMED in local authority development committee meetings, and in District Livelihoods Committee meetings;
- Identify and compile best practice and lessons learnt from project implementation; and
- Initiate new ideas, business opportunities and projects for short term and long-term sustainability of the project.

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

- As an active MoECTHI and MWACSMED team member, efficient, timely, responsive, client-friendly and high-quality support rendered to MoECTHI and MWACSMED and their beneficiaries in the accomplishment of her/his functions, including:
- Implementation of project activities is efficient, timely and progress and lessons learned have been documented and shared;
- Financial management of project resources and reporting on expenditure is efficient, proper and timely;
- The UN Volunteer has increased knowledge in climate change and Disaster Risk Management program management and has gained interest and increased understanding of the development work carried out by UNDP and partners;
Qualifications/Requirements

Required Degree Level

Bachelor degree or equivalent

Education - Additional Comments

- University degree in Economics, Environmental management, Development Studies, Agricultural Economics, Natural Resource management, Climate Change, Disaster Management, Social Sciences, Business or related fields from a recognized institution;

Required experience

36 months

Experience Remark

- 3-5 years of relevant experience at the National or International level in project management, monitoring and evaluation of development projects;
- Experience in the usage of computers and office software packages;
- Working knowledge of the government’s procurement guidelines and procedures is an advantage;
- Working knowledge of community organizing and development work as well as an appreciation and understanding of the languages, cultural values and norms of communities in the district is highly recommended;
- Should have in-depth oral and written knowledge of Ndebele and English. Knowledge of Shona is an advantage.
- Appreciation of UNDP processes and procedures in project management is an advantage;
- National of Zimbabwe;
- Clean driver’s license for motorbike and proven biking experience.

Language

- English (Mandatory), Level - Fluent
- NDl - Sindebele (Mandatory), Level - Fluent
- NDl - Shona (Optional), Level - Working Knowledge

Area of Expertise

- Climate change mitigation and mechanisms for technology transfer Optional
- Sustainable natural resources management and climate change adaptation Mandatory
- Disaster risk reduction Mandatory

Area of Expertise Requirement

- Good knowledge of operational and administrative procedures related to project implementation;
- Demonstrated ability to apply good judgment in prioritizing assignments, effective time management and efficiency in meeting commitments, observing deadlines and achieving results;
- Promotes a knowledge sharing and learning culture in the office;
- Good interpersonal skills and ability to establish and maintain effective partnerships and working relationships with multiple actors – from community to national level;
- Focuses on impact and result for the client and responds positively to feedback;
- Excellent analytical and problem-solving skills;
- Highly developed written and oral communication skills.
Conditions of Service and other information

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 ZWER000121-7455

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?

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
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: 27 July 2020

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

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.