



## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

**Id** 1722827556346112

**VMAM Id** 1722827556346112

**Opportunity Type (Online/Onsite)** Onsite

**Opportunity Title** Development Partnership Officer

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

<b>Host Entity</b>	UNDP
<b>Country of Assignment</b>	Mongolia
<b>Duty station</b>	Ulan Bator,
<b>Volunteer Category</b>	International UN Volunteer Specialist
<b>Number of UN Volunteers</b>	1
<b>Duration</b>	24m
<b>Possibility of Extension</b>	No
<b>Expected Start Date</b>	10/01/2023
<b>Sustainable Development Goal</b>	17. Partnerships for the goals
<b>Disabilities</b>	No

## DOA Details

**Organisation mission and objectives** United Nations Development Programme (UNDP) works in nearly 170 countries and territories, including Mongolia, helping the country to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results. UNDP has been committed to helping the Government and the people of Mongolia achieve the Sustainable Development Goals as well as other national development priorities through capacity development, knowledge sharing, partnerships, and policy dialogue. The ultimate goal of UNDP is to improve the lives of the people of Mongolia, especially the poorest and most vulnerable, and to work towards a future that offers equality, dignity and opportunity for all. We work with government, civil society, the private sector, development partners and funding organizations to support the attainment of Mongolia's vision of national development.

**Assignment context** The Development Partnership Officer is responsible for developing and implementing strategies to strengthen partnerships with government agencies, civil society organizations, private sector, and other development partners to mobilize resources and support for UNDP programmes and projects.

**Task description**

Development Partnership Officer will be responsible for developing and implementing strategies to build and maintain partnerships with a diverse range of stakeholders, including government agencies, civil society organizations, private sector entities, and other development partners. The ultimate goal of the role will be to mobilize resources and support for UNDP programmes and projects that aim to address the most pressing development challenges facing the Mongolia in line with the Country Programme Document 2023-2027, UN Sustainable Development Cooperation Framework 2023-2027 and Mongolia's long term development document, Vision 2050. Overall, Development Partnership Officer will be critical to UNDP's mission and will be at the forefront of building and maintaining the partnerships that are essential to achieving the Sustainable Development Goals. Under the direct supervision of Deputy Resident Representative, the UN Volunteer will undertake the following tasks:

- Identifying potential development partners and engaging with them to build strong relationships.
- Developing and managing partnerships with donors and other stakeholders to mobilize resources and support for UNDP programmes.
- Providing technical support and advice to UNDP teams on partnership development and resource mobilization.
- Developing and implementing resource mobilization strategies to increase funding for UNDP programmes and projects.
- Managing the proposal development process for resource mobilization from various partners
- Coordinating with other UN agencies and development partners to leverage resources and maximize impact.
- Monitoring and reporting on progress towards resource mobilization targets and key performance indicators.

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;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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.

## Eligibility Criteria

**Age** 27-80

**Nationality** INTERNATIONAL

**Additional eligibility criteria** This assignment is funded by JICA, therefore only former Japan Overseas Cooperation Volunteers (JICA-JOCV) who could get recommendation by JICA-JOCV Secretariat are eligible to apply. Please check your application eligibility on the JICA website ([https://www.jica.go.jp/volunteer/obog/career\\_support/unv/index.html](https://www.jica.go.jp/volunteer/obog/career_support/unv/index.html)). The assignment is planned to start October/November 2023.

## DOA Requirements

### DOA Requirements

**Required education level** Bachelor degree or equivalent

**Area(s) of specialisation** Partnership development, resource mobilization, project management

## Required experience

### Required experience <sup>3</sup>

**Required skills and experience** Bachelor's degree in International Development, Communications, Business Administration, Economics, or a related field 3 years of experience in partnership development, resource mobilization, or project management in the development sector. Experience working with government agencies, civil society organizations, private sector entities, and other development partners is highly desirable. Excellent communication, negotiation, and interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders. Strong analytical and problem-solving skills, with the ability to develop and implement effective partnership strategies. Demonstrated ability to work independently and as part of a team, with a track record of delivering results under tight deadlines.

## Language

Language	Language skills	Language requirement
English	Fluent	Yes
Mongolian	Basic	No

## Area of Expertise

- Development programmes

### Driving license required

No

### Type of driving licenses

### Competencies and values

Accountability  Adaptability and Flexibility  Building Trust  Client Orientation  Communication  Ethics and Values  Integrity  Judgement and Decision-making  Knowledge Sharing  Planning and Organizing  Professionalism  Respect for Diversity  Self-Management  Technological Awareness  Working in Teams

## Other information

### Living conditions and other remarks

Mongolia is a country located in East Asia, bordered by Russia to the north and China to the south, east, and west. In the urban areas of Mongolia, such as the capital city of Ulaanbaatar, living conditions can be relatively comfortable with access to modern amenities like electricity, running water, and internet. However, in more remote or rural areas, living conditions can be more challenging, with limited access to basic necessities such as water, healthcare, and education. One of the biggest challenges faced by Mongolians is the harsh climate. The country experiences long, cold winters, with temperatures dropping as low as -40 degrees Celsius (-40 degrees Fahrenheit). This can make it difficult to access basic services and maintain a comfortable living environment. In terms of housing, traditional Mongolian homes are called "Ger" which are portable and easy to assemble. However, many people now live in modern houses and apartments.  
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