

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### ZAFR000051--Policy Associate (Inclusive Growth)

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

<b>Country of Assignment</b>	South Africa
<b>Host Institute</b>	United Nations Development Programme
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	24 months
<b>Expected Starting Date</b>	01-01-2021
<b>Duty Station</b>	Pretoria [ZAF]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	

### Living Conditions

Pretoria is a city located in the northern part of Gauteng Province in South Africa. It is one of the country's two capital cities serving as the executive (administrative) and de facto national capital. It offers excellent living conditions with various types of world-class available facilities. Housing is readily available, and rents can be negotiated. Infrastructure, internet connectivity, roads, utilities, telecommunications are of a high standard. Airbnb and Uber are in common use. The other city is Cape Town, the legislative capital. Pretoria is classified as an A duty station, and South Africa is in security phase 1. Like in other big cities with significant crime rates, caution must be exercised always.

## Assignment Details

<b>Assignment Title</b>	Policy Associate (Inclusive Growth)
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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

## Organizational Context & Project Description

The UN System in South Africa is committed to support the country in meeting its development objectives in alignment with the national development priorities and within the context of the Sustainable Development Goals (SDGs). To this end, UNDP South Africa focuses its partnership with the Government of South Africa on achieving demonstrable and sustainable development results in the pursuit of development goals, and in the delivery of and access to quality services particularly for marginalized and vulnerable groups.

UNDP has been active in South Africa since the fall of Apartheid in 1994. Its cooperation to the Government of South Africa is expansive, covering climate and environment; inclusive growth; governance; gender; and South-South cooperation. The work of UNDP's Climate and Environment Programme in South Africa is guided by the UNDP Country Programme Document (CPD 2020-2025), which in turn is guided by the UN South Africa Strategic Cooperation Framework.

UNDP's Inclusive Growth Unit in South Africa focuses on addressing the three development challenges of unemployment, poverty and inequality through several projects, including supporting legislation for land reform for agricultural development and food security, promoting entrepreneurship and small business, and assessing social protection to the informal sector towards employment creation particularly for youths and women and towards bridging the income gap as well as create a cushion for the very poor and the promotion of SMMEs, women and youths in productive ventures. The UNDP Youth Entrepreneurship Programme will play a contributory role to achieving the objectives of solving unemployment through the promotion and encouragement of innovation, to give greater impetus to youth driven job creation initiatives, as well as to support entrepreneurs with enterprising ideas that generate employment or self-employment.

In light of the above-mentioned challenges, the UNDP intends to set up a Youth Entrepreneurship Action Hub that consists of training and a "Challenge Fund" aimed at supporting the acceleration of youth entrepreneurship across Gauteng to foster their participation in its economic development initiatives. This fund will be implemented over a period of 2 years. In addition, a new collaboration between the United Nations Development Program (UNDP) and the Massachusetts Institute of Technology (MIT) aims to promote entrepreneurship and train digital skills for African youth. The four-year program will run initially in South Africa, implemented by UNDP South Africa and MIT-Africa, and potentially expand to other African countries. The overarching goal is youth empowerment, skills training and start-up incubation in Africa. The program is intended to educate youth, ranging from secondary school or university students to start-up practitioners, to gain problem-solving skills, explore possibilities for their future, to understand and practice entrepreneurship/leadership, to define innovative products/business models, and to become conversant with powerful computing and digital technologies that help shape products and careers. The program can also contribute to addressing youth unemployment, promoting small business development and transforming into digital economy in the long run.

The envisaged Development of Value Chain for a Circular Economy in the Food Waste Sub-Sector for Sustainable Jobs and Inclusive Growth project aims to turn food waste into productive use through the implementation of a circular economy model in a sustainable society for inclusive growth. The objective is to promote the resource perspective of waste in a circular economy with an emphasis on the social dimension of job creation that promotes jobs in waste recovery and sustainable food value chains.

## Sustainable Development Goals

8. Decent work and Economy Growth

## Task description

Under the direct supervision of the Inclusive Growth and Development Team Leader, the UN Volunteer will undertake the following tasks:

Programme management strategic direction and implementation of UNDP programme within the area of private sector development and entrepreneurship:

Ensures operationalization of UNDP country programme through ongoing and new programmes and projects and in collaboration with the main partners and other UN Agencies.

Identifies opportunities for new programme/project development including joint programming with UN agencies;

Identification of strategic programme areas of cooperation and execution of projects in the areas of Youth Entrepreneurship and Employment Programme, Value Chain Development and MSME development;

Designs and formulates components of UNDP programme translating programme priorities into local interventions and ensuring coordination and networking with clients, stakeholders and programme partners;

Strategic partnerships and support to resource mobilization focusing on achievement of the following results:

Implements CO partnerships and resources mobilization strategies to achieve programme outcomes;

Establishes close working relationships and creates programmatic linkages and partnerships with relevant government agencies; UN Agencies, IFI's, bi-lateral and multi-lateral donors, private sector and civil society;

Identification and proposal of programmatic areas of cooperation, based on strategic goals of UNDP, country needs and donors' priorities;

Planning, Monitoring and quality control:

Provides technical guidance, oversight and quality control of program operations from planning, budgeting to implementation and monitoring and evaluation, ensuring that results are delivered in accordance with work plan, standards, allocations, framework and rules and regulations;

Ensures effective application of Results Based Management tools, establishment of management targets and monitoring achievement of result;

Leads the annual work planning process in the area or practice;

Monitors work plan implementation, ensures it is on track, and supports resolution of bottlenecks;

Develops programme / outcome level work plan, monitoring plan, human resources and procurement plans;

Drafts Terms of References and procurement specifications;

Prepares periodic and ad hoc reports; ensures timely completion of required quarterly and annual reports;

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

Strategic, accurate and timely notes, reports, briefs and presentations on project and programmatic delivery;

Timely and creative support in the preparation of concept notes for projects and other interventions in the inclusive growth portfolio in close collaboration with other UNDP personnel and external stakeholders;

Innovative contributions to knowledge networks and communities of practice in UNDP at the national, regional and global level;

Identify basic sources of information to help inform innovative and meaningful interventions in policy development and dialogue;

Identification and development of strategic partnerships with private sector stakeholders, IFIs, DFIs, CSOs;

- 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

**Required Degree Level** Bachelor degree or equivalent

### Education - Additional Comments

Economics, Finance, Business Administration, Entrepreneurship, International Relations/ Development, or other relevant fields

M.A. would be preferred

**Required experience** 24 months

### Experience Remark

Experience in project management, development in an international setting

Demonstrated interest and/ or experience in business, entrepreneurship, international development, socio-economic development

**Language**

- English (Mandatory) , Level - Fluent

**Area of Expertise**

- Development programme management Mandatory

**Area of Expertise Requirement**

**Need Driving Licence** Yes

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Creativity
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Working in Teams

## Conditions of Service and other information

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**Condition of Service**

[Click here to view Conditions of Service](#)

**Conditions of Service for International Specialist:**

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,651. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

### **Supervision, induction and duty of care of UN Volunteers** ([Roles and Responsibilities of Host Entities](#))

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 including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- 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;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- 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;
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

**Application Code** ZAFR000051-7637

### Application procedure

#### Prerequisites

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 here: [https://www.jica.go.jp/volunteer/obog/career\\_support/unv/index.html](https://www.jica.go.jp/volunteer/obog/career_support/unv/index.html).

This is a UN Volunteer assignment and eligible candidates must be 25 years of age or older.

#### Selection process

Only shortlisted candidates will be contacted. The selection will be done by the UN Host Entity at the level of the country of assignment, via competency-based interviews held via skype or telephone.

#### How to apply

Please apply via the link below. You can then either log in if you already have an account or register via 'Candidate Signup'.

You may apply to a maximum of three assignments per advertisement and indicate your order of preference in the 'Additional Remarks' section of your profile.

**Application deadline:** 20 September 2020

**doa.apply\_url** <https://vmam.unv.org/candidate/show-doa/WkFGUjAwMDA1MQ==>

#### 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.*

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