



UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Preamble:

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.

1. **UNV Assignment Title:** Education Officer
2. **Type of Assignment:** International UN Volunteer / ____ /
3. **Project Title:** N/A
4. **Duration:** 2 years
5. **Location, Country:** Apia, Samoa
6. **Expected Starting Date:** As soon as possible
7. **Brief Project Description:** N/A

8. **Host Agency/Host Institute:** United Nations Education, Scientific and Cultural Organization (UNESCO) in Apia

9. **Organizational Context:** UNESCO works to create the conditions for dialogue among civilizations, cultures and peoples, based upon respect for commonly shared values. UNESCO's mission is to contribute to the building of peace, the eradication of poverty, sustainable development and intercultural dialogue through education, the sciences, culture, communication and information. The UNESCO Office in Apia, Samoa (Cluster Office for the Pacific States), serves 16 independent countries and one territory in the Pacific. The UNESCO Cluster Office for the Pacific States serves as a clearing house for the dissemination and sharing of information in the region while actively supporting its members to build their human and institutional capacities in the fields of Education, Natural and Human Sciences, Culture and Communication and Information. This work is carried out in partnership with Pacific National Commissions for UNESCO, UNESCO Regional Bureaus, other UN Agencies, regional organisations, educational institutions, civil society and other development partners.

10. **Type of Assignment Place:** assignment with family

11. Description of tasks:

Under general supervision of the Director and assigned to the Education Programme Specialist, the UN Volunteer will.

- Assist the Programme Specialist in planning, implementation and monitoring of the Regular Programmes and extra-budgetary projects in the Pacific Island countries, especially in the areas of (i)

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assessing and monitoring levels of literacy and numeracy, (ii) capacity development for education policy, planning and monitoring and evaluation (M&E), and (iii) improving the quality of teaching. S/he will also assist in monitoring countries' progress/situation on the national education goals as well as regional (Pacific Education Development Framework) and international education goals such as the Millennium Development Goals (MDGs) and Education for All (EFA) by 2015

- Assist the Programme Specialist in building networks, partnerships and collaboration across the sector and other relevant sectors in the Pacific Member States and Associate Member including government agencies, other UN agencies, bilateral and multilateral donors and other development partners active in the education sector in the Pacific;
- Assist the Programme Specialist in identifying possible areas for collaboration and raising extra-budgetary funds for the support of existing programmes and the development of new programmes and projects;
- Assist the Programme Specialist in disseminating relevant information and promoting education programmes across the Pacific region. Contribute to the collection, maintenance, analysis, update and dissemination of information on education in the Pacific region through the website and any other means;
- Facilitation of knowledge building and knowledge sharing'.
- Work closely with administration units at the Apia Office and Headquarters on any financial matters related to education programmes; and

Perform other tasks as deemed appropriate by the Director and the Education Programme Specialist of the Apia office

Furthermore, UN Volunteers are encouraged to:

- Strengthening their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking active part in UNV activities (for instance in events that mark IVD);
- Getting acquainted with and building on traditional and/or local forms of volunteerism in the host country;
- Reflecting on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contributing articles/write-ups on field experiences and submitting them for UNV publications/websites, newsletters, press releases, etc.;
- Assisting with the UNV Buddy programme for newly-arrived UNV volunteers;
- Promoting or advising local groups in the use of online volunteering, or encouraging relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

12. Results/Expected Output:

- A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.

13. Qualifications/Requirements:

- An advanced University degree (equivalent to master degree) in education or related subject area.

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- At least two years experience in education, familiarity with the education context in the Pacific region, working experience from developing countries, project management, implementation and monitoring skills and national, regional and international networking skills.
- Content expertise is required in one or more subject areas (Early Childhood Care and Education, Primary, Secondary and Higher Education, Technical and Vocational Education and Training, Teacher Education, Non-formal Education, Inclusive Education with a focus on disadvantaged/vulnerable groups, Gender, and the other areas, such as education policy, planning, financing and Monitoring and Evaluation)
- Ability to work effectively in a team environment is required.
- Knowledge of the UN system and of UNESCO will be an asset.
- Good computer and other ICT skills
- Excellent communication and writing/drafting skills in English

14. Living Conditions:

The Independent State of Samoa, known as Western Samoa until 1997, is made up of nine volcanic islands, two of which - Savai'i and Upolu - make up more than 99% of the land. It was governed by New Zealand until its people voted for independence in 1961. The capital city of Samoa is Apia. The total population of Samoa is 179,000 (UN 2009) with a total area of 2,934 square km, Samoa is an island archipelago with the two main islands of Upolu and Savaii. The terrain consists of narrow coastal plains with volcanic, rocky, & rugged mountains in interior. The economy of Samoa has traditionally been dependent on development aid, family remittances from overseas, and agricultural exports. Agriculture employs two-thirds of the labour force, and furnishes 90% of exports, featuring coconut cream, coconut oil, and copra. The manufacturing sector mainly processes agricultural products. The decline of fish stocks in the area is a continuing problem. Tourism is an expanding sector, accounting for 16% of GDP. The GNI per capita is US\$ 2,780 (World Bank 2008)

Apia has good accommodation facilities in terms of the Pacific standard and good road networks. Medical facilities are limited in comparison to developed countries and emergencies are undertaken in New Zealand.

Food items and imported commodities are easily available in the market. There is a functioning banking system in the country. Samoa has a warm tropical climate and insect repellents are needed for the nights. Apia has an international airport which is well connected to New Zealand.

Security: A security briefing is provided to all international employees of the UN, on a mandatory basis, upon arrival. Precautions one would take in any capital city around the world apply to Apia, although it is a relatively small city.

15. Conditions of Service

A 24-month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 1,767 for a single volunteer, US\$ 2,017 for a volunteer with one dependant and US\$ 2,217 for a volunteer with two or more dependants; settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

Description of Assignment prepared by :

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- UNV Programme Officer: Nobumasa Kitajima

Description of Assignment approved by UNDP/RR/CD or UNV Country Office Teams/Support
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Date: 10/October/2011

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