



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: Health and Community Development Officer

2. Type of assignment: International UN Volunteer

3. Project Title: Local Systems for Child Protection

4. Duration: 2 Years

5. Location, Country: San Salvador, El Salvador

6. Expected starting date: As soon as possible

7. Brief Project Description:

Health and Community Development are key areas of country programming in El Salvador. The programme is focused on the development of Local Systems for Child Protection in several key municipalities, with health issues – nutrition, maternal health, HIV/AIDS, immunization – as key focal areas.

Local Development is transverse to each of the components that comprise the current of the Cooperation Program: i) Capacity building for inclusion, equity and reducing poverty among children and adolescents, ii) Prevention and assistance to children and adolescents affected by violence and iii) Advocacy, knowledge development and monitoring of policies based on the rights of children and adolescents.

The key issues of Local Development are to promote a working network between the various actors, institutions and organizations, public and private, to achieve the most efficient and sustainable use of existing endogenous resources, promoting local government and communities management capabilities and the creation of an innovative environment in the territory. UNICEF, as an external agent contributes to the identification, management and leverage of human, technical and monetary resources, which contribute to local development strategy, in this specific case for promoting construction and operation of Local Systems of Integral Protection of Children (SLPI, Spanish acronym)

United Nations Volunteers

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inspiration in action

The articulation process also requires specific and specialized actions that aim to provide institutional, methodological and operational tools that enable best practices, through the provision of services particularly in health, nutrition, governance, social investment, monitoring and evaluation.

The Local Development Officer focus his work on inter-institutional coordination between the national and local governance and participatory strategy that allows conducting a variety of actions which, optimally implemented, will ensure greater opportunities for more and better benefits childhood and adolescence, particularly promoting the SLPI.

8. Host Agency/Host Institute: UNICEF, El Salvador

9. Organizational Context:

The United Nations Children's Fund (UNICEF) works in 190 countries. UNICEF is the driving force that helps build a world where the rights of every child are realized and to work with others to overcome the obstacles that poverty, violence, disease and discrimination place in a child's path. Through the Convention on the Rights of the Child, we work to assure equality for those who are discriminated against, girls and women in particular. We work for the Millennium Development Goals and for the progress promised in the United Nations Charter. We are part of the Global Movement for Children – a broad coalition dedicated to improving the life of every child. Through this movement, and events such as the United Nations Special Session on Children, we encourage young people to speak out and participate in the decisions that affect their lives.

10. Type of assignment place: Family Duty Station

11. Description of Duties:

Under the direct supervision of the Local Development Officer, and working in close collaboration with the UN participating agencies, the UN Volunteer will undertake the following tasks:

- Collect and analyze data for Situation Analysis, programme/project planning, management, monitoring and evaluation purposes. Analyze programme implementation reports and evaluate against established programme recommendations and plans of action;
- Undertake regular field visits to monitor & evaluate the community development components in health and nutrition programming, with government counterparts and other partners. Communicate with local counterpart authorities on project feasibility and effectiveness including monitoring the flow of supply and non-supply assistance;
- Undertake follow-up action on programme implementation activities and prepare relevant reports;
- Draft changes in programme workplans as required;
- Attend technical cooperation meetings, prepare notes and undertake follow-up action related to programme implementation and monitoring;
- Work with Government and other partners in developing approaches and guidelines on community-focused health and nutrition promotion and support and guide the main counterparts to implement these approaches in selected municipalities;
- Undertake systematic documentation of municipal and other health and nutrition activities, and ensures exchange with all partners concerned. Prepare routine reports on results of visits and project progress;

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- Select and compile training and orientation materials for those involved in programme implementation including donor and media visits;
- Undertake arrangements for visits to project sites for government and other partners which include providing information and briefing on project activities and status;
- Draft relevant sections of reports (required for donors, management, annual reports, etc.).

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;
- 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 UN 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:

- Contribution to more effective programme implementation through field trip report with findings and recommendations for follow-up actions. Based on field findings, development of and or adjustment of general approaches applied in the programme;
- Contribute with inputs into workplan development;
- Support to strengthen the coordination and partnerships with national and international agencies in education; including the elaboration of reports when requested by attending different meetings;
- Support provided to the development and implementation of systemic activities and to evidence-based advocacy and policy development;
- High quality materials produced and fully utilized to support programme and policy development;
- A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.

13. Qualifications/Requirements:

- Degree in Public Health, Education, Social Sciences, Public Administration, or International Relations;
- Two years progressively responsible professional work experience in social development, monitoring and evaluation, project administration, some at the international level;
- Excellent communication skills;
- Fluent in Spanish;
- Advanced level of English knowledge;
- Volunteer work experience;
- Project management experience essential;
- Prior experience working with UN Agencies preferred;
- Knowledge of El Salvador and the region an asset.

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14. Living Conditions:

El Salvador is a middle income country with good living standards. It is the smallest country in continental America and is affectionately called ("Pulgarcito de America"), the "Tom Thumb of the Americas". It has 123.6 square miles (320 km²) of water within its border. It is the only Central American country that does not have a Caribbean coastline. The highest point in the country is Cerro El Pital at 8,957 feet (2,730 m), which shares a border with Honduras. El Salvador has a tropical climate with pronounced rainy (May to October) and dry seasons (November to April). Temperatures vary primarily with elevation and show little seasonal change. The Pacific lowlands are uniformly hot; the central plateau and mountain areas are more moderate.

15. Conditions of Service:

Monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 1,777 (US\$ 2,027 with one dependant); settling-in-grant; life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

Description of Assignment prepared by the UN Agency:

Rafael Ramirez, Deputy Representative, UNICEF

Date: 11/04/2012

Description of Assignment approved by UNV Field Unit:

Raquel Martínez, UNV PA

Date: 11/04/2012