



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:** Support to UNRC Office
2. **Type of Assignment:** International UN Volunteer Specialist
3. **UNV Programme Strategy:** To support the UN and UNCT in Zimbabwe.
4. **Project Title:** Inter UN coordination & communication support.
5. **Duration:** 24 months
6. **Location, Country:** Harare, Zimbabwe
7. **Expected Starting Date:** January 2013

8. Brief Project Description:

In order for the UNCT to successfully fulfil its mandate, increased capacity is needed to respond to these circumstances. The United Nations Resident Coordinator's Office (UNRCO) is supporting the UNCT in these processes. Accordingly, the UNRCO is working under the leadership of the UN Resident Coordinator, providing comprehensive support in his role as leader of the UNCT. Consequently, the UNRCO is also working to provide a platform between the activities of OCHA, UNDP, UNDSS, and UNIC, all functions falling within the mandate of the UN Resident Coordinator.

Therefore, with the enhanced role of the United Nations, and the ensuing increased role of the UNRCO to support the UNCT, a strong, flexible and versatile support office with strategic policy, advisory, planning and advocacy skills is required.

Under the guidance on the United Nations Resident Coordinator, and direct supervision of the Head of the UN Resident Coordinator's Office, the UN volunteer Specialist provides support to the functioning of the office for effective coordination and communication.

9. **Host Agency/Host Institute:** UNRC Office Zimbabwe

10. Organizational Context:

The role of the United Nations in Zimbabwe has become increasingly important, as both the Government of Zimbabwe and its Development Partners consider the United Nations Country Team to be a key strategic partner and as playing a vital role in coordinating and channelling support to the country.

United Nations Volunteers

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The country is currently in a complex and rapidly changing context which increasingly engages the UNCT as a significant partner in Zimbabwe's development. Moreover, ongoing humanitarian needs, as well as varying shifts to recovery, posit the UN as a considerable player in supporting and leading the transition to a sustainable state of recovery.

11. Type of Assignment Place: Assignment without family

12. Description of tasks:

Under the guidance of the United Nations Resident Coordinator, and direct supervision of the Head of the UN Resident Coordinator's Office, the UN Volunteer Specialist will provide support to the following tasks:

1. Improve synergies and effective coordination and communication across the UN Resident Coordinator's multiple functions.
 - Support enhanced coordination between RCO, OCHA, UNDP, UNDSS, UNIC and UNAIDS by liaising with UN staff, facilitating inter-agency communications, and promoting UN coherence
 - Provide secretariat support as needed to UN coordination bodies, including minute taking and the writing of reports.
 - Works with the Executive Associate in collaboration with relevant units to coordinate the RC's participation in programme and operations activities, as well as inter-agency workshops, conferences, and events.
2. Support the maintenance of the Joint Implementation Matrix for ZUNDAF implementation
 - Contributes to RCO strategic planning and consolidation exercises by extracting and interpreting data from the JIM using MS Excel.
 - Supports inter-agency contributions to planning processes.
 - Supports the work of the M&E Team by developing and managing M&E tools and systems and maintaining development indicators
3. Support the strengthening of the UN's advocacy work and external communication efforts.
 - Supports the secretariat of the UN Communications Group and the realisation of its work plan.
 - Substantive support to the maintenance and enhancement of the UNCT web platform, including the website, social media and intranet as well as the UN in Zimbabwe newsletter.
 - Prepares, designs, and edits advocacy materials, press releases, talking points and general correspondence.
4. Facilitates knowledge building and management
 - Identifies relevant information related to coordination.
 - Identifies and synthesises best practices and lessons learnt linked to areas of intervention.
 - Contributes to knowledge networks and communities of practice in collaboration with the RCO.

Furthermore, the UN Volunteer is encouraged 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 IVD);
- 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.;

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- 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.

13. Results/Expected Output:

Knowledge and Learning Management

- Shares knowledge and experience from within and outside the UN Country Team.
- Develops understanding of UNDAF, UN System reform and MDGs

Coordination Effectiveness

- Ability to support the design of UN programme activities
- Ability to sustain effective partnerships with UN Agencies and main constituents, advocate effectively, communicate sensitively across different constituencies.

Management and Leadership

- Focuses on impact and result for the client
- Schedules activities to ensure optimum use of time and resources; monitors performance against development and other objectives and corrects deviations from the course
- Has capacity to gather comprehensive information on complex problems or situations; evaluates information accurately and identifies key issues required to resolve problems
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates excellent oral and written communication skills
- Builds strong relationships with clients and external actors
- Responds positively to critical feedback and differing points of view
- Solicits feedback from staff about the impact of his/her own behaviour

14. Qualifications/Requirements:

- Master's Degree or equivalent in Economics, Social Sciences, International Relations, Political Sciences, Communications or related field.
- 2 years of relevant experience in providing coordination and communication support. Previous experience in government, INGO or NGO field would be an advantage.
- Superior computer skills, including the usage office software packages (MS Word, Excel, PowerPoint and Publisher) and web content management systems.
- Fluency in English with superior & demonstrated writing & editing skills.

15. Living Conditions:

The Country 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. The capital Harare lies at an altitude of 1450m above sea level. The middle plateau is Malaria free and prophylaxis is highly recommended in low lying and hot areas. The political environment in the country has substantially improved and is now considered to be stable. The currency in use is USD and all basic food and accessories are available. There are public and private health facilities as well as many social amenities available in Harare.

16. Conditions of Service

A 12 month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US \$1,883.00 for single person, US \$2,133.00 for person with one dependant; and US \$2,333.00 for person with two or more recognized dependants; settling-in-grant; life, health, and permanent disability insurance; return airfares; resettlement allowance of US \$150.00 per month of satisfactory service.

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Date: 20.07.2012

Description of Assignment approved by UNDP/RR/CD or UNV Field Unit:

Johann Atzinger, UNV Programme Officer

Date: 20 July 2012