



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:** UNV Programme Officer for Disaster Risk Reduction
2. **Type of Assignment:** International UN Volunteer
3. **Project Title:** UNDP Kosovo Programme on Disaster Risk Reduction
4. **Duration:** 2 years
5. **Location, Country:** Pristina, Kosovo
6. **Expected Starting Date:** 1 September 2013

7. Brief Project Description:

The primary and overarching objective of United Nations Development Programme in Kosovo is the eradication of poverty in the context of sustainable development, including the pursuit of the Millennium Development Goals, and promotion of United Nations fundamental principles. The core dimension in our approach is investing in human development, wealth creation (with emphasis on issues such as entrepreneurship, job creation) and institutional reform and capacity development. The empowerment of women is key to all development and gender equality is a core part of all policy strategies. The MDG agenda and the economic, social and environmental dimensions of development include many development activities from democratic governance, economic and social reforms, conflict prevention, social justice, promotion of access to public services, the environment and sustainable management of natural resources, pro-poor economic growth, trade development, gender equality and social inclusion. The United Nations Development Programme - Kosovo addresses the challenges and helps through two programme teams and three practice areas: Democratic Governance, Inclusive growth and Energy and Environment. UNDP Kosovo has been working with the national authorities for the past few years to support Kosovo on issues pertaining to Disaster Risk Reduction (DRR) and strengthen Government institutions responsible for disaster reduction and management. With the guidance and collaboration of CADRI (Capacity Assessment for Disaster Reduction Initiative), UNDP Kosovo has been working in designing a Kosovo Plan of Action for DRR and Climate Change Adaptation. It has provided support in developing DRR laws and strategic documents and, responding to a request by the government of Kosovo, designed a programme aimed at enhancing the capacity of Kosovo's government and society to prepare for, respond to, prevent and mitigate natural disasters.

8. **Host Agency/Host Institute:** UNDP
9. **Organizational Context:** please refer to the Brief Project Description under paragraph 7

United Nations Volunteers

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UN Volunteers is administered by the United Nations Development Programme (UNDP)

10. Type of Assignment Place: assignment with family

11. Description of tasks:

Under the direct supervision of the Governance Programme Coordinator of UNDP Kosovo the UN Volunteer will undertake the following tasks:

- Provide technical input for the design, development and implementation of UNDP/UN disaster reduction risk reduction initiatives and participate in monitoring and evaluation activities;
- Compile information and analyze relevant data for the development and implementation of new project components, including the preparation of training tools and materials;
- Analyze the socio-economic environment, disaster-risk and institutional context to provide advisory services in the field of disaster reduction, identifying catalytic areas where disaster risk reduction can be integrated and add value to other, ongoing or planned UNDP support interventions;
- Support identification and follow up on potential opportunities for resource mobilization in support of disaster risk reduction programmes. This may include support from bilateral development partners and international financial institutions;
- Prepare funding proposals and briefings in support of UNDP resource mobilization efforts;
- Distil lessons learned and good practices and share them with the Country Office, the United Nations Kosovo Team (UNKT), and the wider disaster reduction community of practice;
- Organize and participate in international conferences, meetings and workshops to present project initiatives as well as collect and disseminate international best practice, expertise and tools;
- Participate in regional and national knowledge networking meetings to exchange experiences and lessons on disaster risk reduction and recovery. This includes developing and maintaining regional and/or sub-regional disaster reduction and recovery knowledge networks;
- Participate in task forces within established inter-organizational bodies and networks towards developing common programming principles and approaches and joint programmes for disaster reduction and recovery;
- Contributing to the development of Bureau for Crisis Prevention and Recovery (BCPR) knowledge management and policy products;
- Facilitate advocacy efforts related to mainstreaming disaster reduction into UNDP/UN system supported development initiatives in the country;

Furthermore, UN Volunteers are 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.;
- 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.

12. Results/Expected Output:

- Ensured results-based programme/project development and management, including oversight monitoring & evaluation and impact assessment;
- Established and maintained international, regional and local networks of contacts for knowledge and information sharing and to remain up-to-date on partnership related issues;
- Promoted closer collaboration, partnership and active participation between and among government stakeholders, NGOs within the humanitarian field and UN Agencies.

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- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

13. Qualifications/Requirements:

- Master Degree (or equivalent) in a field such as disaster risk reduction, security studies, public administration, law, political science or similar field;
- Minimum of 2 years post master experience in a field such as community development, disaster risk reduction, security sector, law, public administration;
- Strong background in project planning and management;
- Good knowledge of environmental issues and challenges,
- Fluency in English is essential, both written and spoken;

Competencies:

- Communication and inter-personal skills:
 - Communicates effectively with staff at all levels of the organization and is outgoing and comfortable in handling external relations at all levels
 - Demonstrates sensitivity, tact and diplomacy
 - Is culturally sensitive and demonstrates appreciation for different cultures and practices
- Professional capacity:
 - Excellent analytical skills
 - Able to exercise sound judgment
 - Adept at working in a highly pressured professional environment and ready to take on a wide range of tasks
 - Works well in a team and projects a positive image
 - Self-motivated and able to recommend options for resolution of issues
 - Able to handle confidential and politically sensitive issues in a responsible and mature manner

Computer skills:

- Experience working with Microsoft Office applications
- Experience working with internet-based programme/project management systems

14. Living Conditions:

- Kosovo is located in the Balkans mountain range of South Eastern Europe. The climate is continental, with warm summers and cold, snowy winters.
- Houses/Apartments are easily available and generally have electricity and running water, although this may not be 24hrs. Costs are reasonable, but vary according to location, i.e. city centre or outlying villages. Upon arrival, you will reside in a hotel or apartment until you get permanent housing. The UNV Unit can assist in identifying suitable housing.
- There is no specific health problems associated with Kosovo, and no vaccines are required prior to arrival.
- Foods and dietary needs of all kinds are available in the many supermarkets. There are market places that cater in fruits and vegetables, and bakeries offer some exquisite pastries and breads. Fresh fish and meat are also easily available.

15. Conditions of Service

A twelve monthly contract with possibility of extension; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities is US\$ 2,254 for single UNV, US\$2,504 for UNV + 1 dependant, US\$2,704 for UNV + 2 or more dependants; settling-in-grant life, health, and permanent disability insurance; return airfares; resettlement allowance for satisfactory service.

Description of Assignment prepared by the UNV Field Unit/UN Agency: Mr. Alexis Franke
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