

## 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.

### General

<b>Assignment title:</b>	<b>Programme Officer</b>
<b>UN Host Entity:</b>	<b>UNDP</b>
<b>Country of assignment:</b>	<b>Bhutan</b>
<b>Duty station:</b>	<b>Thimphu</b>
<b>Volunteer category:</b>	International UN Volunteer
<b>Duration:</b>	24 months
<b>Expected starting date:</b>	1 October 2024
<b>Sustainable Development Goal:</b>	16. Peace, Justice and Strong Institutions

## **Details**

### **Organization mission and objectives**

Working in 170 countries and territories, UNDP strives to eradicate poverty and reduce inequalities. UNDP also assists countries in building resilience while ensuring that the planet is protected.

UNDP aims to contribute to the sustainable development of countries while ensuring that it is inclusive and that “no one is left behind.” To accelerate efforts of countries to achieve the Sustainable Development Goals, UNDP identified approaches named as ‘Signature Solutions’ which focus on poverty reduction, promotion of democratic governance, crisis prevention and building resilience, protecting the environment through nature-based solutions for development, encouraging clean and affordable energy and promoting gender equality.

As reflected in UNDP Country Program Document (CPD 2024-2028), UNDP, Bhutan focuses on a) Economic transformation-diversified, inclusive and job intensive, future ready green economic development. b) Climate action and conservation- sustainable climate resource management and climate resilient communities and institutions. c) Inclusive Governance- Inclusive, agile anticipatory and accountable governance and people centric public sector.

### **Assignment context**

With the focus on youth empowerment, and digitalization, the UNV will support the implementation of the related projects, resource mobilization and strengthening partnership contributing mainly to outcome C of UNDP-Bhutan CPD 2024-2028.

### **Task description**

Under the direct supervision of Portfolio Manager of the Governance Program, the UN Volunteer will undertake the following tasks:

- Support the Youth and Digital components of the Governance Portfolio including digital health.
- Support the team on resource mobilization efforts and strengthen partnership with external counterparts including JICA;
- Draft reports, proposals and other documents related to the work of the team;
- Conduct research, analysis and M&E-related activities.
- Conduct other tasks as required.

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;
- 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.

### **Requirements**

**Education:** Bachelor's degree in International relations and development studies, development economy or relevant field

**Minimum experience:**        **3 years**

### **Skills and experience description**

- At least three years working in international development with an international organisation, NGO, Government etc. - Experience working in the field of democratic governance (including youth employment, public service delivery, gender equality). Experience on managing digital projects/projects with components of the will be an asset.

### **Language skills**

English                      mandatory ☒ optional ☐  
                                    basic ☐ fair ☐ working knowledge ☐ fluent ☒ mother tongue ☐

### **Competencies and Values**

- ☐ Accountability
- ☒ Adaptability and Flexibility
- ☐ Building Trust
- ☐ Client Orientation
- ☒ Commitment and Motivation
- ☐ Commitment to Continuous Learning

- ☒ Communication
- ☒ Creativity
- ☐ Empowering Others
- ☒ Ethics and Values
- ☒ Integrity
- ☐ Judgement and Decision-making
- ☒ Knowledge Sharing
- ☐ Leadership
- ☐ Managing Performance
- ☒ Planning and Organizing
- ☒ Professionalism
- ☒ Respect for Diversity
- ☒ Self-Management
- ☒ Technological Awareness
- ☐ Vision
- ☒ Working in Teams

**Driving license needed:**

**No**

### **Living conditions**

Bhutan is a lower middle-income country<sup>1</sup>, landlocked between China and India, with an estimated population of 770,000<sup>2</sup>. A Human Development Index of 0.666 (2021)<sup>3</sup> places it in the medium human development category, ranked 127 out of 189 countries. Rapid economic growth averaging 7.5 per cent per annum was experienced since the 1980s<sup>4</sup>.

Between 2010 and 2021, the Gross National Income (GNI) per capita increased by 22.3 per cent to USD 11,300<sup>5</sup>. Poverty rates reduced sharply from 23 per cent in 2007 to 8 per cent in 2017<sup>6</sup>, with 12.4 per cent recorded in 2022.<sup>7</sup> Significant gains in human development, poverty reduction and living standards have been guided by Bhutan's gross national happiness philosophy of balancing economic growth with environmental sustainability, inclusive social progress and cultural vibrancy, underpinned by good governance.

Despite the positive momentum, socio-economic vulnerability remains, primarily due to difficult geographical conditions, narrow economic base, dependency on limited in-



ternational market for trade, and increased emigration of productive population in recent years. Bhutan is a relatively stable and peaceful country. The capital, Thimphu, is located at an elevation of 2,334 meters where the summers are warm, and winters are chilly.

The Bhutanese currency Ngultrum is pegged with the Indian Rupees and one USD is equivalent to 82 Ngultrums approximately. In the capital, rented flats range from Nu.7000-17,000 (96 to 250 USD) while furnished apartments cost around 300 to 700 USD. Public transportation including taxis are cheap starting from 0.3 USD to 5 USD. Groceries and other food items would amount to around 300 dollars a month.

Bhutan provides free basic health and education and as per Article 9 of the Constitution of Bhutan, access to universal basic health services is free to all individuals living in the country. The country's national language is Dzongkha but the local populace is comfortable in using English which makes day to day conversations easy.