



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

Assignment title:	Programme Associate
UN Host Entity:	UNIDO
Country of assignment:	Ghana
Duty station:	Accra
Volunteer category:	International UN Volunteer Specialist
Duration:	24 months
Expected starting date:	1 October 2024
Sustainable Development Goal:	9. Industry, Innovation and Infrastructure

Details

Organization mission and objectives

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction,

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inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013 as well as the Abu Dhabi Declaration adopted at the eighteenth session of UNIDO General Conference in 2019, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States.

The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

Assignment context The Programme Associate at the UNIDO Ghana Country Office is critical in facilitating the development and implementation of a cohesive programme that effectively engages with the private sector, development partners, and government agencies. This position is pivotal in supporting UNIDO's mission of promoting inclusive and sustainable industrial development in Ghana.

Task description Under the direct supervision of the Country Representative of UNIDO Ghana Country Office, the UN Volunteer will undertake the following tasks:

- Coordinate day-to-day activities at the UNIDO Ghana Country Office as required by the Country Representative;
- Support the office in the development of strategies to support Ghana's efforts towards inclusive and sustainable industrial development, this may include support to key industrial policy areas of the Ministry of Trade and Industry - automotive, textile, agro industry, etc.;
- Support the office to follow policy and technical dialogue in the energy and environment sectors.
- Establish and maintain close partnerships with counterparts in government and other organizations including JICA for the planning, formulation, and implementation of new and ongoing projects;
- Assist in the organization of events, media outreach, briefings, information products, and other materials for the office to increase visibility in Ghana's industry sector;

- Support the implementation of new and/or ongoing projects according to the UN Volunteer's skills and interests;
- Participate in the private sector working group of development partners and provide analysis on programs managed by development partners in Ghana and contribute to the dialogue for effective coordination, knowledge exchange and partnerships; and
- Participate in UN-system joint coordination initiatives.

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 Economics, Engineering, Business Administration or International Development.

Minimum experience: 3 years of progressively responsible working experience in project execution, or programme coordination, particularly in the areas of industry or private sector.

Skills and experience description

- Experience/knowledge working with the private sector in the fields of agribusiness, automotive, textile, energy, mining or environmental sectors is desirable.
- Experience/knowledge in project management is desirable.
- Experience/knowledge in evaluating the needs and conditions of emerging economies is desirable.

Language skills

English

mandatory ☒ optional ☐

basic ☐ fair ☐ working knowledge ☒ fluent ☐ mother tongue ☐

French

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

Ghana is a very peaceful and beautiful country with an affable citizenry. The living condition in Accra, where the assignment is based, is a family duty station and relatively good. The UNV will be responsible for arranging his or her own housing and other living essentials such as food, water, electricity, etc. The UNICEF Ghana orientation package will be shared with the successful UN volunteer once confirmed. Transport, medical, education and other services are at a high level compared to other countries in the region.

At sea level, the climate of the country is tropical-hot and humid with average yearly temperatures of about 27oC (80oF) and little daily variation. At the interior's higher altitudes, the average yearly temperature is 20oC (68oF), and nights are generally cool. Annual rainfall

varies from 500 centimetres (200 in.) on the southwestern slopes to 100 centimetres (40 in.) in the northern lowlands.

Rainy season is from April to mid-October in the north while southern Ghana experiences its rainy season from March to mid-November. The total population of Ghana is about 33,000,000. Ghana is a Greenwich Mean Time (GMT) country. Regarding accommodation and food, houses and apartments can be rented from 200\$ to 1000\$ per month and meals at the restaurant cost between 10\$ and 60\$.

Food, household commodities and clothing can be found in shops and local markets at reasonable prices. An entry visa is required for all travellers and must be obtained prior to arrival from an embassy. The Cedi is the local currency and according to the UN exchange rate system, a USD 1 is equivalent to 13.50 GHS in April 2024. Some commercial banks are operating in the country and Visa cards are accepted in very limited hotels.