



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:** Poverty Reduction Specialist
2. **UNV Programme Strategy Outcome:** Delivery of Basic Services (Outcome 2)
3. **Type of Assignment:** International UN Volunteer
4. **Project Title:** ICT for Comprehensive Development
5. **Duration:** 12 months
6. **Location, Country:** Cairo, Egypt
7. **Expected Starting Date:** As soon as possible
8. **Brief Project Description:** ICT Trust Fund project "ICT for Comprehensive Community Development (ICT4CCD)" will strengthen the impacts of the comprehensive development on citizens' lives using ICTs. The project supports the national plan through achieving two main outcomes 1) Local economic development in Egypt is strengthened, II) Active Citizenship and social communities are empowered. ICT4CCD adapts four main objectives to foster the comprehensive development process in Egypt I) Enhance the growth of SMEs & social Entrepreneurs and build the capacities of youth: to support the creation of a healthy competitive business environment for micro, small and medium enterprises (M/SME), encourage social entrepreneurs, and increase jobs and incomes using ICT solutions. II) Provide Integrated health, education, community development and environment services to urban and rural communities: to build a knowledge society for the prosperity and well-being of Egyptian citizens using ICTs. III) Create private sector employment opportunities for youth: to foster Income Generation through increasing self-employment and private sector's employability opportunities for youth IV) Build Partnerships for Best Practices: to establish partnerships with the private sector, foster existing partnerships with developmental institutions, and promote South-South cooperation, with a special focus on collaboration with African nations as well as middle east countries.

9. **Host Agency/Host Institute:** UNDP

10. Organizational Context:

The UN Volunteer is expected to closely coordinate with the ICT-Trust Fund, located within the Egyptian Ministry of Communication and Information Technology (MCIT). The Trust Fund was established in 2002 by the UNDP Country Office, in collaboration with the MCIT. The ICT Trust Fund is the main implementing partner of the UNDP Poverty Reduction team with regards to ICT4D projects.

United Nations Volunteers

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



11. Type of Assignment Place: Assignment with family

12. Description of tasks:

Under the direct supervision of the Assistant Resident Representative UNDP Egypt, the UN Volunteer will undertake the following tasks:

- Partake in coordinating activities with existing national and regional partners relating to mainstreaming Youth empowerment through social media as an integral component of inclusive development;
- Contribute in drafting Concept Notes, finalize Project Documents as per Programme Officer's requirements;
- Conduct research on innovative ICT4D programmes and their applications around the world;
- Identify best practices and lessons learnt in ICT4D, youth empowerment, youth employment programmes at the global level;
- Draft, under the supervision of the Poverty Team Officer, periodic updates and correspondence between established poverty alleviation networks;
- Conduct and present research papers in a clear and concise manner, working with pertinent partners where necessary;
- Assist the Poverty Reduction team members in various programmatic and administrative activities upon request;
- Attend staff and programme meetings as appropriate, including taking minutes where requested.
- Support the UNDP Poverty Team in maintaining effective correspondence with national and international stakeholders, including donors;
- Perform other duties as they arise;

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.

13. Results/Expected Output:

- Contribution to the United Nations Development Assistance Framework (UNDAF) Outcomes achievement, in particular Outcome 2: Unemployment and underemployment are reduced and worst forms of child labour are eliminated; Outcome 3: 'Regional human development disparities are reduced, including reducing the gender gap, and environmental sustainability improved'
- Contribution to Country Programme Action Plan CPAP Outcome 2: 'National strategies formulated, tested and implemented to facilitate increased access and foster use of ICT to achieve development goals';
- Increased expertise and know-how on effective tools and strategies to contribute Comprehensive community development to youth empowerment, with a special focus on ICTs;
- Accurate analysis, data entry and presentation of information completed;



- 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.

14. Qualifications/Requirements:

- Master's Degree or equivalent Advanced Degree in a related field of expertise.
- One to two years of working experience in a relevant field.
- Working knowledge of English.
- Other working knowledge language requirements, if applicable: Working knowledge of Arabic is an asset.
- Desirable academic and/or prior work experiences in development sector.
- Knowledge of development programming and management tools.

15. Living Conditions:

The UN Volunteer will be based mainly in Cairo which is considered by UN as a family duty station because of its wide range of services (health, education and leisure) and good living conditions.

However after 25th January 2011, demonstrations happen regularly across Egypt, often on Fridays. Volunteers should avoid all demonstrations and large gatherings.

16. Conditions of Service

A 12-month contract; monthly volunteer living allowance intended to cover housing, basic needs and utilities equivalent to US\$ 2007; settling-in-grant; life, health, and permanent disability insurance and return airfares.

Description of Assignment prepared by:

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Date: 28.5.2013

Description of Assignment approved by:

Ibrahim Hussein, Senior Portfolio Manager

Date: 9.10.2013