



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: **Programme Officer Climate Change Adaptation**

UNV assists UN entities deliver more impact in peace and development. The Global programme area concerned is community resilience for Environment and Disaster Risk Reduction. Communities themselves can alleviate or respond to the negative impacts of global warming. They can increase their resilience to adverse changes, improve human security and enhance socio-economic development. UN Volunteers support communities in utilizing new technologies, and help them improve water management and agricultural practices as well as food security and sustainable livelihoods. In terms of Disaster Risk Reduction, the work of UN Volunteers ranges from strengthening community capacity to prevent disasters to supporting and coordinating post-conflict early recovery efforts.

2 Type of Assignment: **International UN Volunteer**

3. Project Title: **Climate Change Adaptation projects**

4. Duration: **12 months, renewable**

5. Location, Country: **Port-Louis, Mauritius**

6. Expected Starting Date: **Immediately**

7. Brief Project Description:

The UN Volunteer will be principally looking after the Adaptation Fund Board (AFB) funded Climate Change Adaptation project as well as the JICA funded project on the same theme. The AFB funded project aims at assisting Mauritius in adopting adaptive measures at policy and implementation level in different locations. The project is currently intended to run until 2018, though with delays, an additional year is highly possible. Details of the project can be obtained on the AFB website.

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

9. Organizational Context:

The UN Volunteer will work under the supervision of the Head of Environment Unit. The UNDP office in Mauritius is responsible for both Mauritius and Seychelles. The environmental programmes/projects which are funded by the UNDP Mauritius office fall mainly under the Adaptation Fund Board (AFB) and the Global Environment Facility (GEF). The AFB and GEF co-finance activities that address the loss of biodiversity;

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the degradation of international waters; the threat of accelerated climate change; depletion of the ozone layer; and land degradation as it applies to these focal areas. Through the AFB and the GEF, the UNDP supports projects that build the human and institutional capacities needed for developing policies, utilizing technologies, and managing resources that are crucial to preserving the global environment. Special attention is given to those projects, which simultaneously develop income-generation options for local stakeholders.

Currently, there are the following projects at the UNDP Mauritius office:

1. AFB funded Climate Change Adaptation in the Coastal Zone of Mauritius
2. GEF funded Sustainable Management of POPs (final year)
3. GEF funded Removal of Barriers to Solar PV Power Generation in Mauritius
4. GEF funded Expanding Coverage and Strengthening Management Effectiveness of the Terrestrial Protected Area Network
5. GEF funded Integrated Water Resources Management in Small Island Developing States
6. GEF funded National Biodiversity Strategy and Action Plan
7. GEF funded Enabling Activity for the Minamata Convention on Mercury
8. SIDSDOCK funded Removal of Barriers to Energy Efficiency and Energy Conservation in Buildings and in Industry –funded

10. Type of Assignment Place: Assignment with family

11. Description of tasks:

Under the direct supervision of the Head of the Environment Unit the UN Volunteer will be **responsible** to provide technical assistance to the Project Teams as applicable and its stakeholders to successfully implement the ongoing portfolio. This post is a United Nations Volunteers programme assignment and based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer. It makes important contributions, economically, as well as socially. It contributes to creating social cohesion and capital, through helping to build trust and reciprocity among citizens. Accordingly, the UN Volunteer will be responsible for the following general duties and tasks:

- Applying basic theoretical knowledge and administrative skills in supporting, and in acquiring a broad understanding of, the inter-related administrative and programme functions of UNDP's technical co-operation activities in Mauritius;
- Compiling general background information from readily available sources on economic and social factors for a group of projects in the field of the environment;
- Coordinating the collection and verification of documents, actions and data with programme, programme support or administrative units; assembling and editing basic data required for planning and negotiation related projects and Country Programme Management Plan;
- Checking project documents for clarity, consistency and completeness in accordance with UNDP and GEF policies and procedures;
- Describing progress of ongoing projects, investigating designated project activities, and discussing findings with supervisor to identify implications for the work of the Programme Section;
- Maintaining institutional memories or other documentation systems to record programme and project history and ongoing activities;
- Resource Mobilization
- Develop a good knowledge of international and sectoral issues, including evolving policies in order to advise management accordingly
- Handling correspondences and queries to office concerning the environment portfolio;

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- Assisting with organization of and attending working meetings, conferences and workshops on environmental issues;
- Data collection.

The key projects to which the candidate will be ascribed are: Biodiversity, Sustainable Land Management (SLM) and Climate Change Projects

Impact of Results

The key results have an impact on the overall success of the achievement of the outcomes of the UNDP Mauritius Country Programme Document (CPD). The current CPD covers the period 2013 to 2016. A Mid-term review is currently being carried out with a view to developing the next CPD for the period 2017-2020.

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:

- Policy support/ harmonization and programme development
- Capacity development and technical support to the project implementation unit
- Partnership building, resource mobilization and knowledge networking
- 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:

- University degree in environmental management, environmental economics, energy and climate change, public policy, social science or related field
- A minimum 5 years of practical and relevant professional experience, working in the area of environment in the public, private or NGO sector (i.e. Biodiversity, Sustainable Land Management, Climate Change energy access, energy security etc.)
- Ability to network and establish partnerships
- Demonstrated knowledge of and experience with resource mobilization
- Excellent conceptual and analytical ability geared towards producing results within often short deadlines

Competencies:

- Excellent verbal and written communication skills in English..
- Effective communication and inter-personal skills
- Demonstrated cross-cultural sensitivity
- Proven ability at networking with Government, civil society and donor
- Ability to work effectively under pressure.
- Initiative and sound judgment, dedication to the United Nations' principles and demonstrated ability to work in harmony with persons of different national and cultural backgrounds.

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14. Living Conditions:

This assignment is based in Port Louis, Mauritius. Mauritius has a high level of human development. Cost of living expenses are reasonable and excellent health services are available.

15. Conditions of Service ([International CoS 2015](#))

The duration of your assignment is 12 months. A volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents. The VLA is intended to cover housing, basic needs and utilities and is equivalent to US\$ 2,103 for volunteers with no dependents, US\$ 2,353 for volunteers with one recognized dependent, and US\$ 2,553 for volunteers with two or more recognized dependents (VLA rates of July 2015).

The above-mentioned amounts are calculated using the MLA rate applicable for the duty station to which the family allowance (if applicable) is added: \$US250 for one dependent and \$US 450 for two or more dependents.

The MLA for the duty station is obtained from the base rate of US \$ 1,554 which is reviewed once a year, and is adjusted on a monthly basis according to the movement (upwards or downwards) of the Post Adjustment Multiplier (PAM) applicable for each duty station. The PAM is established by the International Civil Service Commission (ICSC) to ensure that international UN Volunteers have comparable purchasing power at all duty stations despite varying costs of living. The applicable MLA is calculated as follows: $MLA = (MLA \text{ base rate} \times PAM) + MLA \text{ base rate}$. See ICSC website <http://icsc.un.org> for more information on the applicable PAM rates.

In addition, UN Volunteers are provided a one-time settling-in-grant (if applicable); Well-Being Differential (applicable only in hardship non-family duty stations) life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

Description of Assignment prepared by the UNV Field Unit/UN Agency:

Satyajeet Ramchurn
Environment Programme Officer
Date: 1 September 2015

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

Simon Springett
UNDP Resident Representative
Date: 1 September 2015

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