



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

2. **Type of Assignment Place:** **Family Duty Station**

3. **Assignment Title:** **Inclusive Education Officer**

4. **Link with UNV Strategic Framework:** **Youth**

5. **Duty Station, Country:** **Jakarta, Indonesia**

6. **Duration (in months):** **12 months**

7. **Expected Starting Date:** **April 2016**

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

9. **Organizational Context/Project:**

Indonesia is a middle income country with significant development challenges. Millions of children are still excluded from the strong economic growth, ultimately resulting in the death of more than 150,000 children under the age of five every year, largely from illnesses that can be easily prevented. While the country has made significant progress in Education about 6.5 million children are out of school. While there is gender parity in education, school related gender based violence, lack of water and sanitation facilities and other gender biases negatively influence the experience of girls in school. Lack of inclusive facilities and practices prevent many children with disabilities from enjoying their right to education. While basic education is free, indirect cost and opportunity cost keep many children from poor families out of school. Indonesia ranks at the bottom of the major international tests such as PISA and TIMSS.

The UNICEF Indonesia office has around 150 staff members in its main office in Jakarta, in 5 Field Offices as well as in 2 small sub-offices. The 2016 – 2020 Country Programme with the Government of Indonesia includes activities in Child and Maternal Health, HIV, WASH, Nutrition, Education, Child Protection and



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Social Policy. Programmes are supported by a cross-sectoral cluster that focuses on Communication and Public Advocacy.

In supporting the Government of Indonesia in the implementation of SDG 4, the Education for Early Childhood and Adolescent Development Cluster focuses on:

- Developing policies and operational procedures to improve the quality, safety and inclusiveness of community based Early Childhood Education Centres so that children from all backgrounds get fair start to education.
- Developing culturally sensitive and pedagogically appropriate approaches for improving literacy in early primary grades for the most marginalised children.
- Developing innovative policies and practices that enable all children, particularly girls, to complete 12 years of schooling so as to reduce prevalence of child marriage.
- Making schools inclusive for all children, particularly for children with disabilities.

10. Description of Tasks:

Under the direct supervision of the Chief of Education, the UN Volunteer will undertake the following tasks:

- Work within the Education and Adolescent Development Cluster to develop innovative policies and practices related to inclusive education;
- Support research and knowledge management for evidence based advocacy on key issues affecting young children and adolescents;
- Support the Universal Secondary Education initiative of the government with special emphasis on ensuring enrolling and keeping girls in school until the age of 18 as a strategy for prevention of early marriage;
- Support cross-sectoral work on empowerment and participation of adolescents;
- Support UNICEF field offices across the country in the implementation of the Education for Early Childhood and Adolescent Development programme at the local level;
- Act as the focal person for Monitoring and Reporting in the cluster;
- Collect field research to gather good practices, evidence and human interest stories for wider dissemination for knowledge sharing and advocacy;
- Strengthen own knowledge of challenges and opportunities faced by adolescents and the work of development agencies in a middle income country like Indonesia;
- Manage the Inclusive Education Component of the programme.

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;

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- 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;
- Encourage, mobilize and support co-workers, fellow UN Volunteers and members of the local community to play an active part in development on a voluntary basis.

11. Results/Expected Outputs:

- Situation Analysis, and strategies related to inclusive education and adolescent empowerment generated;
- Field research on inclusive education collected and used to inform knowledge sharing;
- Monitoring and research reports, policy briefs, blogs and social media products on related issues researched and authored;
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment;
- 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.

12. Qualifications/Requirements (including competencies, values and skills):

A) Qualifications, skills, experience:

Degree level:

- At least a Bachelor's degree in education, humanitarian development, public policy, gender, social or political science or a related field.

Experience:

- At least 2 years of relevant work experience in the field of gender, policy development, education, or girls' empowerment;
- Knowledge of and interest in gender equality and adolescent empowerment issues;
- Experience of monitoring and field research
- Experience working within the UN or familiarity with the UN structure and mechanisms is highly preferred.

Language:

- Written and spoken English at mother-tongue level;
- Familiarity and working experience in Indonesia with knowledge of Bahasa Indonesia would be a great asset.

B) Competencies and values:

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a

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politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.

- **Accountability:** mature and responsible; ability to operate in compliance with organizational rules and regulations.
- **Commitment to continuous learning:** initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- **Planning and organizing:** effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
- **Teamwork and respect for diversity:** ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working

13. Living Conditions:

The position will be based in the Jakarta, capital of Indonesia, where basic living needs, including accommodation, banking facilities, medical facilities and telecommunications/internet services are readily available. All staple foods can be found in the markets, eg: rice, meat, vegetables, fruit, cooking oil, salt, etc. Many imported goods are available in Jakarta. Jakarta has numerous good restaurants with good health standards. The most used means of transportation are taxi or local bus. Mobile phone is the most reliable tool to communicate with colleagues and friends. Internet service is readily available at most apartment complexes. ATMs are everywhere in Indonesia and Western cards can usually be used to withdraw Indonesian Rupiah.

14. Conditions of Service for international UN Volunteers:

The duration of this 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.

A Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,571. The VLA base rate is a global rate, while the PAM is country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website (<http://icsc.un.org>). For example, if the PAM for the current month in the country of assignment is 35%, then the VLA for that month and for that country will be US\$ 1,571 x 1.35 = US\$ 2,121. Moreover, to complete the monthly VLA rate, a Family Allowance (FA) is added in function of the number of recognized dependents (or: in the amount of US\$ 250 if the UN Volunteer has 1 recognized dependent, and US\$ 450 if the UN Volunteer has 2 or more recognized dependents). In addition, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis. The VLA and WBD taken together form the net core entitlements.



Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and, under strict conditions, also in the event of a permanent reassignment to another duty station (duty stations can change in the course of an assignment based on operational necessity; UN Volunteers may be required to work anywhere in the area of operations of the host organization, including in remote locations). Life, health, permanent disability and malicious acts insurances are included, as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements as per the local MORSS), DSA payment for official travel, periodic home visit, final repatriation travel (except in the event of a resignation within the initial contract period), and resettlement allowance for satisfactory service.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

Description of Assignment prepared by the UNV Field Unit:

Katherine Hodges, UNV Programme Officer for Indonesia

Date: 18 February 2016

Description of Assignment approved by UN Agency:

Nabendra Dahal, Chief of Education, UNICEF Indonesia

Date: 18 February 2016

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.