

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KGZR000014--Project Officer

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 Information

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Country of Assignment	Kyrgyzstan
Host Institute	United Nations Development Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	24 Months
Duty Station	Bishkek
Assignment Place	Family Duty Station

#### Assignment Place Remark

#### Living Conditions

Kyrgyzstan is considered as a developing country with the UNDP Country Office in the capital of the country, the city of Bishkek (Security Phase 2).

Kyrgyzstan is a mountainous country in Central Asia with the continental climate, resulted in cold winters and warm summers. The country is crossed by several mountain ranges: in the north-west the Fergana Mountains, in the south-west the foothills of Pamir and Alay, and in the centre and east the various branches of the **Tien Shan**. The capital **Bishkek** is in the north of the country, in the valley of the river Chuy.

The economy is primarily cash-based. Exchange facilities in Bishkek are available and accept US Dollars and Euros. Air travel is limited. International flights to Bishkek are available with Turkish and Russian airlines. Roads are poorly maintained and inadequately lit, and traffic regulations are often ignored. Visitors are strongly urged to use drivers provided by the UN or a UN Travel Agent. Internet connection is available in major hotels in Bishkek. Internet/land-line connections are less reliable outside the capital.

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## Assignment Details

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**Assignment Title** Project Officer

### Organizational Context & Project Description

Currently, UNDP Country Office in Kyrgyzstan implements two projects in order to support the elections in the country, particularly, “Kyrgyz Elections Support Project” (KESP-2) and “Project for Supporting the Unified State Population Registry to Establish the E-Government System” (E-Government), funded by the Government of Japan. The main purpose of the above-mentioned initiatives is to ensure relevant technical expertise and procurement support to the main election bodies in the country along with the delivery of equipment. The Project Officer, an International UN Volunteer, will provide his/her expertise and support for successful implementation of the both projects. S/He will interact with the Central Elections Commission of the Kyrgyz Republic (CEC) and the State Registration Service of the Kyrgyz Republic (SRS) on various aspects, related to the project activities on the electoral reforms.

**Sustainable Development Goals** 16. Peace, Justice and Strong Institutions

**UNV Focus Area** National capacity development via volunteer schemes

### Task description

Under the direct supervision of the Kyrgyz Election Support Coordinator, the UN Volunteer will undertake the following tasks:

- Provide expert support to implementation of the relevant project activities as per the project work plan;
- Assist with thematic inputs to the preparation of the project reports;
- Ensure coordination of relevant research, data collection and analysis, related to the project;
- Contribute to the organization of internal/external meetings, related to Project design/implementation/reporting;
- Support overseeing and coordinating of implementation of the project work plans, reports/documents of International Experts/Consultants;
- Provide guidance/feedback to International Experts/Consultants on their deliverables;
- Assists with facilitation of the project monitoring and evaluation;
- Provide expert inputs to organization of seminars, conferences, trainings, and meetings;
- Provide timely advice to the Project Coordinator on programmatic and operations management issues of the project;
- Support the Project Coordinator in coordination of the respective project activities with the development partners, including the Embassy of Japan in the Kyrgyz Republic and others;
- Provide expert assistance and advice on the project audit;
- Performs other duties, related to the assignment, as required by the direct supervisor.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of

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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.

### Results/Expected Outputs

Built capacities of the project staff and local counterparts through coaching, mentoring and formal training;

Applied, integrated and documented Age, Gender and Diversity (AGD) within the project;

Developed and approved project monitoring and evaluation system and reports;

Improved coordination between the main stakeholders and development partners within the project;

Developed and approved elections analytical reports of the project;

Ensured programmatic and operations management of the project;

A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, 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 peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

## Qualifications/Requirements

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**Required Degree Level**                      Master degree or equivalent

### Education - Additional Comments

Political Science, Economics, Social Science, Law, Management, International Relations or other related field

**Years of Required Work Experience**                      36 months

### Experience Description

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At least, 3 years of relevant programme and operations experience is required at the national or international level;  
Experience in drafting project/programme documents and reports;  
Experience in programme/project implementation is an asset with the focus on facilitation of the project activities, monitoring and evaluation.

### Language Skills

- English ( Mandatory ) , Level - Fluent
- AND - Russian ( Optional ) , Level - Working Knowledge

### DoA Expertise

- Monitoring and evaluation ( Mandatory )
- Election support activities ( Mandatory )
- Development programme/project administration ( Mandatory )

### Additional Requirements for Area of Expertise

#### Computer skills:

Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and database packages;

#### 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 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 relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal

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interest; capacity to transfer information and knowledge to a wide range of different target groups;

- Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

**Need Driving Licence** No

### Competencies & Values

- Accountability
- Commitment to Continuous Learning
- Integrity
- Planning and Organizing
- Working in Teams
- Adaptability and Flexibility
- Commitment and Motivation
- Communication

## Conditions of Service and other information

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**Condition of Service** [Click here to view Conditions of Service](#)

### Conditions of Service for International Specialist:

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN 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 (maximum three).

The 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\$ 1,587. The VLA base rate is a global rate across the world, while the PAM is duty station/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, kindly enter the link [Calculator](#)

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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.

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 in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

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

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**Application Code** KGZR000014-2113

#### **Application procedure**

*\* Not yet registered in the UNV Talent Pool?*

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

*\* Already registered in the UNV Talent Pool?*

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

This assignment is funded by JICA, and only former Japan Overseas Cooperation Volunteers (JICA-JOCV) who could get recommendation by JICA-JOCV Secretariat are eligible to apply. Please check your application eligibility here: [JICA website](#).

*Application deadline: 30 June 2017*

#### **Disclaimer**

*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.*

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