



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 Information

- 1. Country of Assignment:** El Salvador
- 2. Agency Name/ Host Institute:** UNDP
- 3. Volunteer Category:** International Specialist
- 4. Number of Volunteer:** 1
- 5. Duty Station, Country:** El Salvador
- 6. Duration (in months):** 24 months
- 7. Expected Starting Date:** 1 October 2018
- 8. Living Conditions:**

El Salvador is the smallest country in Central America. With an area of 21,040.79 km² divided into 14 departments and 262 municipalities. The population is 6.2 million (Capital, San Salvador: 2.1 million). The most densely populated country in Latin America.

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Language: Spanish

Voltage: 110 v (United States system)

Currency: US Dollar (most credit cards accepted).

Time zone: GMT-6

Climate: Tropical with two seasons, a dry season (summer) and a rainy season (winter).

Security level: 3 Moderate.

This classification of security includes the International Airport of El Salvador and the highway from the airport to the capital. UN Volunteers must comply with UNDSS security standard, regulations and policies as well as those of their host Agency.

In San Salvador there is access to medical and educational services. Transportation, banking and telecommunications services are guaranteed in the city.

9. Assignment Type: Family Assignment

Assignment Details

10 Assignment Title: Sustainable Development Specialist

11. Organizational Context & Project Description:

12. Sustainable Development Goals: 13. Climate Action

13.UNV Focus Area: Community resilience environment & disaster reduction

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14. Task descriptions

Under the direct supervision of Program Officer in Sustainable Development and Resilience Area, the UN Volunteer will undertake the following tasks:

- Support the implementation of the SDG Platform in El Salvador
- Provide substantive and monitoring support to the projects assigned to the Sustainable Development and Resilience Area
- Contribute to the production of research reports and publications, policy position/discussion papers, and knowledge management products on the SDGs;
- Provide coordination and administrative support where required – for e.g., policy event management, policy networks, etc.; and
- Any other tasks required by the Unit.

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.

15. Results/Expected Outputs

- Awareness raised and knowledge about the SDGs enhanced among relevant partners through outreach presentations and other activities.
- Support in the roadmap of SDG platform in El Salvador, particularly in the environmental area
- Drafting of the reports of implementation of sustainable development projects, particularly those associated to climate change and environment.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) 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 peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications / Requirements

16. Education – Required Degree Level:

Master's degree

Education - Additional Comments: **Master's degree preferred in social or environmental sciences**

17. Type of degree: Desirable studies in climate change

18. Required Experience: minimum of experience 3 years

19. Experience Description:

Professional experience providing environmental policy advice, programme support, capacity building and partnership building in public or international organization;

At least three years of experience in climate change, risk management or environmental development areas;

Deep knowledge of suitable development agenda and Sustainable Development Goals;

Experience in participatory planning, monitoring and evaluation and reporting

Familiarity with networking / alliance building and advocacy

Prior experience and knowledge of gender mainstreaming highly desirable

Strong interpersonal and social skills

Facilitation and organization of events and meetings desired

Research and report writing experience desired.

Suitable experience in Latin America

20. Language Skills:

English (mandatory), desirable, Spanish

21. Areas of Expertise: Energy, environment and sustainable natural resources management

Additional Requirements for Area of Expertise: **Knowledge in climate change and financing**

22. Need Driving License: No

23. 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 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.

Conditions of Service and other information

24. Conditions of Service:

The duration of your assignment is 24 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\$ 1,602. The VLA base rate is a global rate, while the PAM is country-specific and fluctuates monthly 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 54.6%, then the VLA for that month and for that country will be $US\$ 1,602 \times 1.546 = US\$ 2,476.69$. 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.

Name of Hiring Manager: Silvia Vides

Title, Department: UNDP Programme Officer

Date: 05/April/2018

Disclaimer

The United Nations Volunteers programme (UNV) 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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