

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### ZMBR000122--Project Coordination 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

<b>Country of Assignment</b>	Zambia
<b>Host Institute</b>	United Nations Development Programme
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	24 months
<b>Expected Starting Date</b>	01-09-2019
<b>Duty Station</b>	Lusaka [ZMB], Meheba
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	

### Living Conditions

Duty station is Meheba, with frequent travel to Lusaka.

Lusaka's central position in Zambia and its extremely pleasant climate were two of the main reasons for its selection as the capital. It is a metropolis, which provides a home to about two and half million (2.5M) inhabitants of many different nationalities. It has grown to become the seat of the Government of the Republic of Zambia and as such all diplomatic missions, international organizations, industrial and commercial entities have set base. Its political, social, economic and cultural significance has also increased through the years. Lusaka has all amenities in place that would make a visitor's stay comfortable. For more info, visit:

<http://www.zambiatourism.com>

## Assignment Details

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F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany  
W. [www.unv.org](http://www.unv.org)

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

**Organizational Context & Project Description****Host Institute**

UNDP Zambia Country Office provides technical and catalytic finance resources targeting women, youth and people with disabilities to support the people of Zambia to work towards their national development priorities as defined in the 7th National development Aplan and Vision 2030. Through its Country Programme Document 2016-2021, the UNDP Zambia Country Office works with partners on the ground and our global development network to support interventions in three core areas: (i) Inclusive growth and poverty eradication, (ii) Good governance and (iii) Environment and Energy.

**Organizational Context & Project Description:**

The Government of Zambia and the United Nations (UN) in Zambia have together developed a Programme of Sustainable Resettlement, with the aim of: i) meeting the high ambitions and standards of the 2030 Agenda for Sustainable Development; ii) supporting the local integration of former Angolan and Rwandan refugees in Zambia into new communities in designated resettlement areas; and iii) supporting the local integration of youth in the Mwangwe resettlement scheme. This programme recognizes that successful local integration cannot be instant but must be planned and supported over time. Specifically, the program recognizes that the following transitions must be managed:

1. the transition from the status of refugee to that of new permanent resident of Zambia (and possible future Zambian citizenship);
2. the transition of lead responsibility in Government from the Officer of the Commissioner for Refugees under the Ministry of Home Affairs, to the Department for Resettlement in the Office of the Vice President;
3. the transition of lead responsibility within the UN in Zambia from the United Nations High Commissioner for Refugees (UNHCR), with a humanitarian response, to a cross-UN approach led by the UN Resident Coordinator and United Nations Development Programme (UNDP) Resident Representative, supporting a long-term sustainable development approach;

Based on the foregoing, the vision of this programme is that by 2021, communities living in the Meheba, Mayukwayukwa and Mwangwe Resettlement Schemes are cohesive, productive, sustainable and fully integrated into development at all levels. The proposed interventions have been divided into the three key result areas as outlined in the Zambia – United Nations Sustainable Development Partnership Framework (2016-2021): i) Inclusive Planning and Governance for Resettlement Schemes; ii) Sustainable and Prosperous Communities; and iii) Cohesive and Integrated Communities.

Outcome number one of the Programme is “the Government at national and subnational levels undertake inclusive and participatory planning and governance processes that incorporate the targeted resettlement schemes.” UNDP is supporting the planning, governing and coordination of the stakeholders for the Department of Resettlement, the Office of the Vice President (“DoR”). UNDP’s support includes planning of the annual work plan of the Programme, the regular monitoring of it, reporting, convening stakeholder meetings at the central level. UNDP has deployed national UN volunteers - Scheme Coordinators to Meheba and Mayukwayukwa, who will transition and be included as officers under the Department of Resettlement (DoR), aiming at improving ground-level coordination and timely and efficient communication between stakeholders between the central level and ground level.

The Sustainable Resettlement Programme brings together the knowledge and expertise of UN Agencies in Zambia (UNDP, UN HABITAT, FAO, ILO, UNICEF, UNFPA, IOM) to seek to create synergies by each complementing each other and following their respective mandates.

**Sustainable Development Goals**

1. No poverty

**Task description**

Under the direct supervision of Assistant Resident Representative a.i., Inclusive Growth and SDGs, the UN Volunteer will undertake the following tasks:

- Internal and external coordination work with UN agencies and other partners, in conjunction with the Department of Resettlement;
- Coordination and cooperation with JICA's operations (technical cooperation etc.);
- Monitoring, evaluation, and reporting (narrative, financial) on project implementation according to the annual work plan of the Programme in conjunction with the Department of Resettlement, with frequent visits to the field;

Capacity development of Scheme Coordinators and field staff in monitoring and evaluating project activities;  
 Assistance in preparation of quarterly, mid-year, annual and donor reports and inputs into UNDP and UN annual reporting requirements (e.g. ROAR) as per UNDP and UN guidelines;  
 Attend relevant programme and UN result group meetings;  
 Executing engagement with other partners including the private sector and global initiatives to attract investment and/or resources.  
 Assistance with preparation of communications and public relations materials to increase the visibility 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- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- 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

#### Results/Expected Outputs

Coordination work with other UN Agencies and Partners strengthened;  
 Strengthened coordination and technical cooperation with JICA;  
 Monitoring, evaluation and reporting on programme activities on course;  
 Capacity built in M & E for Scheme Coordinators and Field Staff;  
 Assistance provided in preparation of various programme reports;  
 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);  
 Increased coordination and cooperation with partners, including JICA  
 Increased outreach to attract investment and/or resources from the private sector and global initiatives  
 Project implementation, monitoring, and reporting completed according to UNDP requirements

• 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

**Required Degree Level** Bachelor degree or equivalent

#### Education - Additional Comments

International Development, Social Sciences, Public Administration

**Required experience** 12 months

#### Experience Remark

1-5 years, Field level experience desired

#### Language Skills

• English (Mandatory) , Level - Fluent

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### Area of Expertise

- Development programme/project administration Mandatory
- Resource mobilization, partnership and donor coordination Mandatory
- Monitoring and evaluation Mandatory

### Area of Expertise Requirement

Expertise	Mandatory yes/no
Development programme/project administration Management of project implementation and delivery including management of budget, reporting, organizing events. Coordinating various partners in an initiative	Yes
Monitoring and Evaluation Regular collection of information on project activities in line with the Results Framework and Annual Work Plan Improvement of project performance and achievement of results	Yes
Resource mobilization, partnership and donor coordination Bringing different partners together to achieve a shared development aim. Mobilizing financial or human resources for development Reporting on donor coordination issues and producing delivery reports for donors. Experience with a variety of development organizations: public, private, non-governmental, national and international.	No
Public information and reporting Researching, writing about, or working in public information, public affairs, or public outreach Development of communications outputs for advocacy purposes.	No

**Need Driving Licence** No

### Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Empowering Others
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Working in Teams

# 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\$ 1,631. 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 UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

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.

### Supervision, induction and duty of care of UN Volunteers

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;

- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

**Application Code**

ZMBR000122-4643

**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: 23 June 2019

**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.*