



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: Coordination Officer

UNV PRSF, Outcome 1 'Contribution of volunteerism to peace and development in UNV programme countries is documented and recognized'

2. Type of Assignment: International UN Volunteer

3. Project Title: Strengthening Decentralised Planning for Inclusive Development

4. Duration: 1 year

5. Location, Country: Delhi, India

6. Expected Starting Date: March/April 2013

7. Brief Project Description: UNDP works in five practice areas: Democratic Governance, Poverty Reduction, Crisis Prevention and Recovery, Energy and Environment, and HIV and Development. Recognizing that inequality poses a fundamental challenge to human development, gender and women's empowerment is a cross cutting theme across all UNDP projects. In India, UNDP programme support in the area of Democratic Governance is to help ensure that government programmes deliver services to the most marginalized groups more effectively and efficiently.

8. Host Agency/Host Institute: UNDP India

9. Organizational Context: UNDP India supports the Government of India to ensure that accountable and responsive local government systems, locally elected representatives, officials and communities are in place in selected districts in UNDAF states. The aim is to promote equitable and sustainable achievement of the MDGs and local development goals. UNDP also support efforts to make human development an integral component of government plans and policies. UNDP also aims to strengthen access to justice for the poor, members of scheduled caste, tribal communities and minorities through strategies and actions that address key barriers in the social, economic and political domain. UNDP is embarking on the new country programme (2013-17) where policy advisory services, partnership development, south – south cooperation and capacity development have been identified as the key strategies to achieve the programmatic goals.

10. Type of Assignment Place: Assignment without family (specific to HPC Programme)

United Nations Volunteers

PO Box 260 111 53153 Bonn Germany Telephone +49.228.815-2000 Fax +49.228.815-2001

Email information@unvolunteers.org <http://www.unvolunteers.org>

UN Volunteers is administered by the United Nations Development Programme (UNDP)



11. Description of tasks:

Under the direct supervision of Head, Democratic Governance Unit the UN Volunteer will undertake the following tasks:

- Support the head of Governance Unit in management of UNDP programme in the area of governance
- Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new projects (in consultation with partners), active contribution to the overall office effort in resource mobilization.
- Work in close cooperation with the Programme team to manage of south-south cooperation related activities including organization of learning visits and hosting of international delegations under south-south cooperation for exchange of experiences
- Supporting the Unit Head in managing UNDP role for the UNDAF task team on Administrative Efficiency
- Support in formulation of Communication products for Governance Unit
- Design and coordinate relevant stakeholder consultations, workshops and conferences.
- Development of partnerships with the UN Agencies, International Funding Institutes (IFI's), government institutions, bi-lateral and multi-lateral donors, private sector, civil society in the specific thematic areas based on strategic goals of UNDP, country needs and donors' priorities.
- Analyze political, social and economic trends and provides support in the formulation, management and evaluation of programme activities on governance.
- Supports programme support staff, coordinates activities of the projects' staff.
- Work in close collaboration with the operations team, programme staff in other UN Agencies, UNDP HQs staff and Government officials, technical advisors and experts, multi-lateral and bi-lateral donors and civil society ensuring successful UNDP programme implementation.

Promotion of the United Nations Volunteers Programme mandate¹

UN volunteers are expected to integrate the UN Volunteers Programme mandate within their assignment as well as promote voluntary action through engagement with communities (urban & rural) during the course of their work. As such UN volunteers should dedicate a proportion of their working week to the following in support of and in synergy with his/her primary role as UNV Coordination Officer:

- Strengthen knowledge and understanding of the influence and impact of voluntary action by communities in Sri Lanka through the following:
 - research of the subject matter,
 - develop knowledge of non-profit community based organizations developing new or applying traditional methods in engaging with communities,
 - undertake awareness-raising (promotion) activities for increased community participation and action,
 - encourage local people to volunteer thought and action to enhancing their community.
- Build relationships with a wide range (private/public) local organizations, groups or individuals and support and/or participate in community driven voluntary activities and assist them to tell their stories to the World Volunteer Web site;
- Encourage, mobilize and support co-workers and fellow UN volunteers to better understand the connections between community participation and voluntarism;
- Monitor on a continual basis the impact of policy reform on voluntary action at the community level;

¹The United Nations Volunteers (UNV) programme was created by the General Assembly (GA) in 1970 through GA resolution [26/59](#). Since then, UNV's mandate has been expanded by GA resolution [31/131](#) in 1976, GA resolution [56/38](#) in 2001 and others in the follow-up to the International Year of Volunteers in 2001.



- Contribute to articles/write-ups on the findings from the monitoring process and experiences from the above outlined activities and submit them to UNV publications/websites, newsletters, press releases, etc.;
- Promote and/or advise local groups in the use of OV (online volunteering), and encourage relevant local individuals and groups to use OV whenever technically possible. Furthermore, UN Volunteers are required to:

12. Results/Expected Output:

- Briefs on areas of cooperation on governance with UNDP India and proposals for resource mobilization with donors
- Knowledge products on global and regional experiences on governance
- South-south learning events and exposure visits on governance
- 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:

- Advanced university degree in international relations or other relevant social science field.
- At least 2-3 years of relevant work experience at the national or international level in political affairs, development, communications, with experience in a bilateral, multilateral or international organization;
- Excellent written and spoken skills in English are a pre-requisite for this position;

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;
- **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; 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.



14. Living Conditions:

New Delhi is the capital city of India and is one of the fastest growing cities in the world. Home to a population of 14 million, the city is made up of Old Delhi and New Delhi. New Delhi is a cosmopolitan city due to the multi-ethnic and multi-cultural presence of the vast Indian bureaucracy and political system. The climate of New Delhi is a monsoon-influenced humid subtropical climate with high variation between summer and winter, in terms of both temperatures and rainfall. The temperature varies from 40°C (104°F) in summers to around 7°C (45°F) in winters.

15. Conditions of Service

A Twelve month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$1796 (single rate); settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

Description of Assignment prepared by the Project Manager/UN Agency: Ms. Sumeeta Banerji, Assistant Country Director, Governance Unit, UNDP

Date: 23rd January 2013

Description of Assignment approved by Portfolio Manager, Development Division, UNV HQ: Ms. Maharoo-Marathovouniotis

Date: 23rd January 2013