



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:** Pacific Regional Recruitment and Partnership Specialist
2. **Type of Assignment:** International UN Volunteer
3. **Project Title:** UNDP MDG Project – Technical Assistance to Support Fiji Volunteer Service
4. **Duration:** 12 months
5. **Location, Country:** Suva, Fiji
6. **Expected Starting Date:** ASAP
7. **Brief Project Description:**

UNV Field Unit based at the Multi Country Office Fiji is supporting the Fijian government (SPC) to commence the demand driven Fiji Volunteer Scheme segment that sends out volunteers to the various Pacific Islands Countries (PICs) on behalf of regional *development cooperation*. It is expected that this *regional development cooperation initiative* will evolve into a regional volunteer exchange scheme. The design was launched in July 2011 at a high level meeting amongst Pacific Island Government officials in Nadi, Fiji. Seven PIC's leaders signed an MOU's – Fiji, Solomon Islands, Tuvalu, Kiribati, Nauru and Marshall Islands – with the intend to commit themselves to support initiatives that facilitate labour mobility across the region and concretize materialize regional cooperation for development based on volunteerism. A regional volunteer scheme is desirable to utilize already available skills in the region to support skills in demand in other PICs, to upgrade skills of the populace of PICs where there are not suitable training centers and to scale down the high expenses of international consultants, who nevertheless are needed on behalf of government or to advance market segments.

As part of the overarching objective to promote a spirit of volunteerism, Clause 75 of the National Employment Center (NEC), Decree No.54 of 2009 was created to establish the Fiji Volunteer Service (FVS). The FVS augurs well with the idea of volunteerism in the region which was supported by the Pacific Island Leaders Meeting in Nadi on 2nd September 2011 where the FVS proposal was presented by the Permanent Secretary for the Public Service Commission. FVS will target those countries that attended the Pacific Leaders Meeting which includes Fiji, Federated States of Micronesia (FSM), French Polynesia, Kiribati, Marshall Islands, Nauru, PNG, Solomon Islands, Tonga, Tuvalu, and Vanuatu. For the portion of the FVS whereby volunteers will be send out regionally, initially experienced graduates and skilled retirees are able to become engaged in this volunteer scheme on behalf of development assistance between the various PICs. Fiji will send out volunteers as an exchange between governments agencies to begin with, based upon requests. To facilitate volunteer sending initiative, it is important to develop and put in place an

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appropriate operational framework and infrastructure with clearly outlined terms and conditions compatible to the living standards for volunteers in the host country and clear procedures and regulations between sending and receiving agencies. It is important to assist the government in the development and implementation of the operational framework including supporting infrastructures and ethical baselines to assist the governments' effectively and efficiently implementation and management of the volunteer scheme and ultimately achieve the policy objectives of countries' development and productive employment creation. To assist in the sound facilitation of the programme, an International UN Volunteer is requested to support the governments with finalization of the operational framework, assist processes for volunteer recruitment and advocacy, and partnership management amongst stakeholders to support the quick – off of and appropriate continuation of this programme.

8. Host Agency/Host Institute: Public Service Commission

9. Organizational Context:

The technical assistance will be included as an activity under the existing UNDP MDG Project of the Fijian government. It will contribute towards national owned interventions to address MGD1 gaps as per Fiji's 2010 MDG assessment report. The UN Volunteer will be based at the Public Service Commission (PSC) in Suva. The Commission will provide secretariat support and relevant resources. A peer review team consisting of Ministry of Strategic Planning, National Development and Statistics; PSC, the Ministry of Labour; UNV, UNDP and in particular the Pacific Center, JICA, KOICA and AVI will provide technical advice to the Government of Fiji in reviewing the work of the UN Volunteer.

10. Type of Assignment Place: assignment with family

11. Description of tasks:

Under the direct supervision of the Permanent Secretary of the Public Service Commission, the UNV Pacific Regional Recruitment and Partnership Specialist will undertake the following tasks:

- Provide a schedule of recommended rates of living allowance payable to regional volunteers engaged per host country.
- Facilitation and production of an appropriate, self-sustainable and affordable regional operational recruitment system and infrastructures for the volunteer sending body, support the establishment of regional agreement regarding volunteer assignments, volunteer compacts, health and safety insurances.
- Develop and maintain a pre-departure orientation programme for Fiji Volunteers assigned to international postings in consultation with the Ministry of Foreign Affairs and other relevant stakeholders.
- Assist the governments with convening meetings, liaison amongst the various stakeholders, fund raising and other activities on behalf of the sustainability of the volunteer scheme.
- Initiate and maintain partnership with humanitarian development agencies on behalf of the FVS.
- Develop a monitoring and evaluation framework for impact on policy objectives and assessment of the regional volunteer scheme.
- Assist the PSC with advancing the administration of the volunteer tracking, assessment of needs and requests for volunteers within the region.
- Support the PSC with any other tasks to support the smooth guidance and implementation of the regional volunteer scheme on behalf of cooperative a.

Furthermore, UN Volunteers are encouraged 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;
- 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 undertake, including participation in ongoing reflection activities;

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- Contribute articles/ write-ups on field experiences and submit them for UNV publications, 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.

12. Results/Expected Output:

- Finalized and agreed upon contextualized Condition of Services.
- Submitted proposed and analyses of Pro – forma costs including minimal insurance costs.
- Agreements desired and finalized accommodation with host agencies.
- Developed of a pre-departure orientation guide/ compact.
- Assistance to a finalized administration tracking, matching and evaluation of the volunteer system.
- Provision of appropriate M & E scheme to track impact of UNV in programming.
- 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:

- A university degree Human Resource Management, Disaster Management, Public Administration, Social Sciences, or related field.
- 5 years of progressively responsible professional work experience in Humanitarian Assistance or Private Sector experience.
- Excellent technical knowledge of Microsoft;
- Excellent communication and analytical skills
- Experience working in the Pacific would be an advantage.

Computer Skills:

- Experience in the usage of computers and an office software package (MS Word, Excel, Power point) is necessary.
- Good understanding of relational databases at the user level.

Competencies:

- Professionalism and integrity: demonstrated ability to apply good judgment, maintain confidentiality and be accurate and objective.
- Ability to take initiative, ownership, and work independently under established procedures.
- Proven ability to conceptualize, innovate, plan and execute ideas and systems.
- Ability to plan, coordinate and manage multiple activities and adjust to changing priorities.
- Ability to organize and implement training aimed at building capacity of implementers/service providers.
- Willingness to accept wide responsibilities,
- Ability to coordinate work with others, work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
- Communication: good spoken and written communication skills, including ability to draft clear and concise reports.
- Good interpersonal skills; teamwork and respect for diversity: ability to operate effectively across organizational boundaries.
- Ability to establish and maintain effective partnerships and working relations in a multi -cultural, multiethnic environment with sensitivity and respect for diversity.
- Flexibility and willingness to live and work in a remote location.
- Commitment towards the UN Core Values.



14. Living Conditions:

Fiji, one of the larger countries of the South Pacific region, has a relatively high level of human development. Its multi-ethnic population, which numbers approximately 800,000, is growing slowly due to a moderately low level of fertility and a high level of emigration. The economy rests primarily on sugar production and tourism but is becoming more diverse, with manufacturing now an important sector of employment. Fiji comprises of approximately 330 islands, about one - third are inhabited. It covers about 1.3 million square kilometers of the South Pacific Ocean. The two major islands are Viti Levu and Vanua Levu. The capital city is Suva and is located on the South Eastern side of the main island of Viti Levu. After nearly a century as British colony, Fiji became independent in 1970. Today Fiji has one of the most developed economies of the Pacific islands.

English is spoken fluently and it is the common language of communication although the native indigenous Fijian language is spoken by many as is the Hindi language. Fiji enjoys year round tropical temperatures of between 25-29 degrees making it the perfect location for sun-lovers. The unit of currency is Fiji Dollar.

15. Conditions of Service:

A 12 month contract; monthly Voluntary Living Allowance (VLA) intended to cover basic needs, accommodation and utilities equivalent to USD 2099 for a single person, USD 2349 for a person with one dependent and USD 2549 for a person with two or more dependents will be provided. In addition the successful UN Volunteer will also receive a settling in grant (if applicable); life, health and permanent disability insurance; return airfare (if applicable); resettlement allowance of USD 150 per month of satisfactory service. All UN Volunteers are required to follow the Revised UNV Conditions of Service which came into effect in September 2008.

How to apply:

If you are not yet registered in the UNV database, please apply by completing the UNV web application at the following link: <http://one.unv.org/main/?Lang=en> .

If you are registered in the UNV database, please update your profile at: <http://MyProfile.unv.org>, click on the "Special Recruitment" option on the left menu, then click on the "Edit" button and select the advertisement.

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.

Closing Date: 26 January 2013. Only short-listed candidates will be contacted.