



## 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:** **UN Coordination Associate**
- 2. Type of Assignment:** **International UN Volunteer**
- 3. Project Title:** **Support to Nepal's Transition through Improved UN Coherence (Resident and Humanitarian Coordinator's Office, Nepal)**
- 4. Duration:** **2-3 years (subject to funding)**
- 5. Location, Country:** **Kathmandu, Nepal**
- 6. Expected Starting Date:** **As soon as possible**
- 7. Brief Project Description:**

The Office of the UN Resident Coordinator (RCO) in supports the Resident Coordinator (RC) and the UN Country Team (UNCT) in strategic efforts to further UN Reform in Nepal and to enhance inter-agency coordination on all levels. It also has a key role in facilitating common policy making and providing advisory support on peace building and development issues to the Government of Nepal and other key actors in the development community. With current and forthcoming changes in the UN's presence in Nepal, the role of the RCO will evolve and it will take on further responsibilities in areas like humanitarian coordination and fund management.

- 8. Host Agency/Host Institute:** **Office of the United Nations Resident Coordinator**

### 9. Organizational Context:

Under the guidance and direct supervision of the Head of the Resident and Humanitarian Coordinator's Office (RCHCO) in Nepal, the UN Coordination Associate supports the RCHCO in the implementation of a range of UN coordination activities with a particular emphasis on communications.

- 10. Type of Assignment Place:** **assignment with family**

### 11. Description of tasks:

The UN Coordination Associate works in close collaboration with UN Country Team members, RCHCO Staff and UN Development Group (UNDG) staff to support complex UN system-related planning and reporting activities and to ensure a swift exchange of information. He/She supports the RC/HC, and through him/her, the UNCT, in strategic communication. The UN Coordination Associate promotes a client-

### United Nations Volunteers

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

Email [information@unvolunteers.org](mailto:information@unvolunteers.org) <http://www.unvolunteers.org>

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



oriented approach and can supervise clerical and support staff of the Unit, based on consultation with her/his supervisors.

### **Summary of Key Functions:**

Responsibilities related to information gathering, analysis and overall communications:

In close consultation with the Head of the RCHCO and the national Coordination Analyst, the Coordination Associate will:

- Gather and maintain information and manage knowledge about the work of the UN system in Nepal;
- Contribute to the preparation of speeches, briefings and reports of the UN Resident and Humanitarian Coordinator and/or the UNCT;
- Assist in the consolidation, editing and finalization of UN Country Team reports and press statements, in particular where these relate to cross-cutting themes or to UNDAF related work;
- Support the flow of information between the UN global system, the RC, the UNCT and UN staff in Nepal, ensuring that all relevant parties are kept informed of activities, initiatives, and requests and facilitating any necessary follow-up e.g. by preparing minutes of UNCT/RCHCO meetings, retreats, and discussions;
- Support the UNCT's communication team in its external advocacy work and external communications efforts in particular the preparation of a pro-active communications strategy and the preparation of visuals to support this;
- Support the development of UNCT website contents, in close coordination with U N agencies; and
- Support the organization and implementation of UNCT public events.

Responsibilities related to the implementation of the UNDAF:

In close consultation with the Head of the RCHCO and the National Coordination Analyst, the UN Coordination Associate will:

- Assist in arranging strategic workshops/retreats related to the UNDAF implementation;
- Assist in information-sharing and timely follow-up activities with and between UNDAF Outcome Steering Groups, including drafting of minutes and keeping track of progress;
- Assist in preparing annual and thematic review reports; and
- Prepare briefings on UNDAF progress for Heads of Agencies and other interested parties.

Responsibilities related to thematic support to the Country Team

In addition to the overall UNDAF responsibilities described above, and in close consultation with the Head of the RCHCO and the National Coordination Analyst, the UN Coordination Associate will:

- Serve as the RCO focal point for supporting efforts to integrate certain cross-cutting themes into the work and programmes of the UN Country Team;
- Serve as focal point in the RCHCO on programmatic aspects of the Millennium Development Goals; and
- Be the focal point for certain joint programs.

Other responsibilities

- Liaise, as necessary and appropriate, with RC Officers in other countries for best practice and information sharing purposes;
- Perform any other task that may reasonably be requested by the Head of the RCHCO; and
- Backstop other RCHCO colleagues in their absence.

### **United Nations Volunteers**

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

Email [information@unvolunteers.org](mailto:information@unvolunteers.org) <http://www.unvolunteers.org>

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



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 (for instance in events that mark IVD);
- 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.

## 12. Results/Expected Output:

- Strengthening the RCO in its role as a service provider to the UNCT;
- Provision of quality support services to inter-agency coordination mechanisms, like the UNDAF working groups and the UNCT meetings;
- Delivery of timely and high-quality briefing products and compilation in support of the RC(O) and the UNCT
- 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:

- Master's degree in communications or in social sciences;
- Demonstrated experience in developing and implementing strategic communications strategies and communicating for results;
- Experience in using computers and office software packages (MSWord, Excel, Powerpoint etc) and knowledge of spreadsheet and database packages;
- Politically astute with an understanding of the current socio-political situation of Nepal and the South Asia Region being a plus;
- Experience working in a sensitive, multicultural environment, preferably in a post-conflict context;
- Willingness to travel to the field;
- Familiarity with the UN Reform agenda, Millennium Development Goals (MDGs) and other global initiatives, knowledge about the UN Resident Coordinator system will be considered an asset;
- An excellent command of both written and spoken English; knowledge of Nepali and other UN languages is an asset;
- Diplomacy, confidentiality, tact and patience.

## COMPETENCIES

### **Corporate Competencies:**

- Demonstrates commitment to the UN mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

### **Functional Competencies:**

#### *Language and Communication*

- Strong English language writing skills, including the ability to draft texts clearly, concisely, and swiftly on complex subjects.

## **United Nations Volunteers**

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

Email [information@unvolunteers.org](mailto:information@unvolunteers.org) <http://www.unvolunteers.org>

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



- Excellent oral and interpersonal communications skills, with an ability to make oral briefings and presentations with clarity and concision.

#### Knowledge Management and Learning

- Shares knowledge and experience from within and outside the UN Country Team.
- Encourages UN staff to share knowledge
- Develops substantive knowledge in UNDAF, UN System reform and MDGs

#### Development and Operational Effectiveness

- Ability to perform a broad range of specialized activities of the UN Coordination Unit including support to implementation of UNDAF, managing data, design of databases and tools to monitor the implementation of the UNDAF and related reporting;
- Ability to provide input to business processes re-engineering, implementation of new systems.

#### Leadership and Self-Management

- Focuses on result for the client
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities
- Responds positively to critical feedback and differing points of view
- Solicits feedback from staff about the impact of his/her own behavior

#### 14. Living Conditions:

Kathmandu, the capital of Nepal, is in Phase 1 of the UN Security classification, but may change depending on the development of the security situation. Living conditions in Kathmandu are good. In Kathmandu comfortable inexpensive flats (furnished and unfurnished) are available. Imported and local food and clothing are abundantly available. Water is in somewhat short supply and not safe to drink without treatment. Public transport is easily available and generally reliable. Kathmandu has a temperate climate with coldest temperature reaching just above zero at the night during the winter and mild but humid during the monsoon period, mid-June to end September.

#### 15. Conditions of Service

A 24 monthly contract (depending on funding); monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 1760 for single person, US\$ 2010 for person with one dependant, and US\$ 2210 for person with two or more recognized dependants; settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

#### 16. Application

If you have not yet registered in the UNV database, please apply by registering your profile at <http://one.unv.org>. Important: Please select the following code from the drop down menu on the first page of the registration form: “12NEP\_COORDI”. If you are registered in the UNV database, please update your profile through <http://myprofile.unv.org> and then select code “12NEP\_COORDI”. The United Nations Volunteers Programme is committed to ensuring gender equity among UN Volunteers and welcomes applications from women.

Closing Date: 21. November 2012 (only Finland candidates may apply)