

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CHNR000122–Project Coordinator – Poverty Alleviation and Sustainable Development in China

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

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Country of Assignment	China
Host Institute	United Nations Development Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	08-10-2019
Duty Station	Beijing [CHN], Taipei [CHN], Jinan [CHN], Kunming [CHN], Hefei [CHN], Chongzuo [CHN], Nanning [CHN], Chengbu, Henan
Assignment Place	Family Duty Station

Assignment Place Remark

Living Conditions

*The duty station of the NUNV is in Neixiang of Henan Province. The NUNV will travel intermittently to Beijing UNDP China Country Office, where public infrastructure and health services are available. The rent for apartments is low relative to other regions in China.*

## Assignment Details

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Assignment Title                      Project Coordinator – Poverty Alleviation and Sustainable Development in China

Organizational Context & Project Description

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A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

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).

UNDP first began its operations in China in September 1979, around the same time that Deng Xiaoping began open market reforms. This event was marked by the signing of the UNDP-Government of China Standard Basic Assistance Agreement and UNDP has since mobilised more than one billion US\$ in support of China's development efforts. It has successfully completed over 900 projects amid a diverse portfolio ranging from agriculture to manufacturing, energy, public health, poverty alleviation and economic restructuring.

Since 1982, UNDP has developed and implemented five themed Country Programmes and Cooperation Frameworks, working closely with the China International Centre for Economic and Technical Exchanges (CICETE). Through this, and many other successful partnerships and projects, thousands of Chinese citizens have received training, while key ministries' and Institutes' capacities have been strengthened.

In view of the rapidly changing contours of China's development requirements, UNDP China has continued to evolve and currently works in four main project areas: poverty, equity and governance; energy and the environment; disaster management; and South-South cooperation – an international platform facilitating development partnerships between China and other developing countries in the South.

UNDP's goals in China are closely linked to the government's. As well as implementing measures to facilitate the achievement of the newly adopted Sustainable Development Goals (SDGs), we provide support to the government's domestic development as part of the 13th Five-Year Plan, the focus of which is on reducing inequality, recalibrating the economy for more inclusive, stable growth, reducing the environmental impacts of China's rapid development, and continuing China's emergence as a key player on the global stage.

The National UN volunteer works in close collaboration with the programme and operations teams, programme staff in other UN Agencies, UNDP Regional Centre and government counterparts, technical advisors and experts, multi-lateral and bi-lateral donors and civil society, ensuring smooth and successful UNDP programme implementation.

## **Sustainable Development Goals** 1. No poverty

### **Task description**

Under the guidance and direct supervision of the Project Manager of SD team and China International Center For Economic And Technical Exchanges (CICETE), the National UN volunteer's (NUNV) work will mainly focus on the local implementation of a poverty reduction and sustainable development in impoverished area, and support projects relevant to rural capacity building. She/he assists in advocating and mainstreaming the rights-based approach to development programming and implementation. The job involves maintaining constructive relationships with local partners in Henan, governments, private sector, civil society organizations, other UN agencies, and donors, coordinating related issues to ensure project complete on time.

Specifically, the NUNV is expected to perform the following functions:

- Project management guidance
  - Ø Support implementing partners to manage process according to the UNDP Project Management System and related requirements. Organize implementation and management training sessions if it is necessary.
  - Ø Support implementing partners to complete formal management, implementation, and other related regulations.
  - Ø Report to CICETE and UNDP if any irregularity of implementation on time.
- Project Monitoring

Ø Monitor and record project activities, output, impact qualitatively and quantitatively, as well as related problems (Pay special attention on the participation and benefit received for low-income families).

Ø Complete project progress report, monthly, quarterly and annually to CICETE and UNDP both in Chinese and English.

Ø Attend project implementation assessment meeting (at least once in each county monthly).

Ø Monitor the whole implementing process and make adjustment and provide solution to ensure the delivery rate of the project.

· Technical support and external coordination

Ø Assist to make project plans and budget plans.

Ø Assist to make project regulations and practical policies.

Ø Assist to coordinate and communicate with various stakeholders.

Ø Assist specialist and subcontracting organizations to conduct various events.

Ø Assist fund raising and resources inputs.

Ø Assist project audit and assessment.

Ø Assist to communicate with media and draft media reports.

Ø Assist other project-related activities.

· Case Summary

Ø Provide monthly and annual work report.

Ø Provide relevant cases of poverty alleviation work (at least monthly)

Ø Provide case report, including helpful experience summary, problem analysis, policy advocacy (at least one report per year)

· Partnership management

Maintain sound relationship with various stakeholders, including but not limited to UNDP, CICETE, governments at all levels, local project implementation agencies, cooperation units, domestic and foreign experts, audit and assessment agencies.

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

Some of the expected outputs are as follows:

The NUNV will contribute towards the following programme outputs:

- Strengthened programme management;
- Strengthened partnerships with stakeholders;

- *Increased engagement in advocacy and awareness-raising events/activities;*
  - Increased resource mobilization;
  - Enhanced policy advice and knowledge building;
  - A summary statement of achievements towards volunteerism for development within the host community.
- 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

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**Required Degree Level** Bachelor degree or equivalent

### Education - Additional Comments

- Bachelor degree or above, major in relevant subjects, such as agriculture, rural development, economic management, public management, social work, etc.

**Required experience** 24 months

### Experience Remark

- At least two years of working experience in rural development fields.
- Previous experience in/with the UN, including solid knowledge of UN/UNDP programme and operations, policies and procedures an asset.

### Language

- English (Mandatory) , Level - Fluent
- AND - Chinese (Mandatory) , Level - Fluent

### Area of Expertise

- Development programme/project administration Mandatory
- Social work Optional
- Monitoring and evaluation Optional

### Area of Expertise Requirement

- Proficiency in Microsoft Word, Excel, Power Point and other office software
- Possess volunteer spirit and passion
- Strong communication and coordination skills
- Good health condition and able to adapt to the difficult conditions in less developed areas

**Need Driving Licence** No

### Competencies & Values

- Communication
- Planning and Organizing
- Working in Teams

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# Conditions of Service and other information

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Condition of Service

[Click here to view Conditions of Service](#)

## Conditions of Service:

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

## 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 and official processes;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;

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- 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;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- 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** CHNR000122-5480

#### **Application procedure**

#### **\* Not yet registered in the UNV Talent Pool?**

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?**

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 is a national UN Volunteer assignment, therefore only nationals of China and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

**Application deadline:** 13 October 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.