



## 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:** UNV Programme Officer for Natural Sciences
- 2. Type of Assignment:** National UN Volunteer
- 3. Project Title:** Climate change response, environmental conservation and disaster risk reduction in Viet Nam
- 4. Duration:** 12 months subject to extension
- 5. Location, Country:** Ha Noi, Viet Nam
- 6. Expected Starting Date:** As soon as possible
- 7. Brief Project Description:**

The UN's development work in Viet Nam is defined by the One Plan 2012-2016. As a part of the UN Team, UNESCO's activities in the country focus on supporting the Government in its aim to build an inclusive, resilient and sustainable learning society. Within the UN inter-agency Joint Programming Group on Climate Change and Environment, UNESCO contributes to One Plan Outcome 1.3 on Climate Change and Disaster Risk Management and Outcome 1.4 Natural Resources and Environmental Management.

In the Natural Sciences sector, UNESCO in Viet Nam coordinates with the UNESCO Regional Science Bureau based in Jakarta and with the Science sector in UNESCO Headquarters. Activities centre on addressing climate change issues, promoting environmental protection, biodiversity conservation, water management and increasing communities' resilience and Government capacities to prepare for and respond to disasters and emergencies, all in the framework of sustainable development with local community participation and development of community action plans. The media, schools, community learning centres and local authorities are taking an active part in the process.
- 8. Host Agency/Host Institute:** UNESCO
- 9. Organizational Context:** Through programmes in all UNESCO's sectors, implemented with an intersectoral approach, the Organization provides support at central and community levels through building stakeholders' capacities, providing

### 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)



policy advice, promoting research, sharing international good practices, contextualizing relevant tools and providing innovative and participatory working methodologies.

The Volunteer will work under the supervision of the Head of Office and will work with team members from all UNESCO sectors.

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

#### **11. Description of tasks:**

Under the direct supervision of the Head of Office (HoO) the UN Volunteer will undertake the following tasks:

- Work with the UNESCO team to conduct adequate planning, implementation, follow-up, monitoring and reporting of activities in the areas of disaster risk reduction, climate change and biodiversity/environmental conservation, in line with UNESCO's overall programme and with the One Plan 2012-2016, specifically under:
  - Outcome 1.3: "By 2016, key national and sub-national agencies, in partnership with the private sector and communities, have established and monitor multi-sectoral strategies, mechanisms and resources to support implementation of relevant multilateral agreements and effectively address climate change adaptation, mitigation and disaster risk management";
  - Outcome 1.4: "By 2016, key national and sub-national agencies, in partnership with the private sector and communities, implement and monitor laws, policies and programmes for more efficient use of natural resources and environmental management, and implement commitments under international conventions"; and
  - Output 1.4.2: "A set of coherent policies and plans are prepared or updated to strengthen (1) management of protected areas and biodiversity conservation, and (2) environment management at national and community levels";
- Support the development of guidelines and examples of community action plans, e-learning courses and awareness raising among community, parents, schools and authorities in climate change, biodiversity and disaster risk management.
- Assist in preparation of project proposals for fundraising;
- Support regular contributions to communications materials, including documentation of success stories, brochures, reports, media releases, and contributions for the UNESCO Viet Nam Website and the One UN in Viet Nam Website;
- Mainstream Human Rights-Based Approach and Gender Equality into project planning, implementation and reporting;
- Perform any other tasks as deemed appropriate by the HoO.

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.



*Methodology of supervision.* The volunteer will participate in regular meetings with HoO to review work plans and results achieved and to receive feedback on regular reporting, based on a performance agreement.

The office has a Monitoring and Reporting Officer, who is a member of the UN inter-agency Monitoring and Evaluation Working Group. Regular follow-up sessions will be held with them to ensure use of clear implementation strategies and budgets, coherent logic of project inputs, outputs and expected results, results-based language, adequate and timely reporting and compliance with expected results and indicators.

## **12. Results/Expected Output:**

- Support has been provided to the implementation of UNESCO's Science Programme according to the work plan and the delivery of results UNESCO has committed to in the Joint Programming Group on Climate Change and Environment and is reflected in corresponding reports;
- Through UNESCO programmes, contributions have been made to achievement of One Plan Outcome 1.3 and Outcome 1.4, in particular Output 1.4.2;
- Specific work plan produced, implemented and reported on;
- A final statement of achievements towards volunteerism for development during the assignment, developed.

The UN Volunteer will have opportunities to participate in the trainings offered at the Office and through the UN, thereby reinforcing his/her knowledge and capacity in UNESCO's fields and in UN issues.

## **13. Qualifications/Requirements:**

- University degree in natural sciences, biodiversity, social or development studies or other relevant field essential; advanced university degree would be an asset;
- At least three years of relevant professional experience in natural sciences, with experience in biodiversity or environmental issues;
- Strong inter-personal skills and capacity to work in a team-oriented environment;
- Ability to work in a team, be proactive and contribute to knowledge-sharing;
- Good coordination skills and ability to work with a broad range of UN colleagues and other partners;
- Excellent computer literacy skills, including ability use of Microsoft Word, Excel, Powerpoint and on-line research;
- Willingness and ability to conduct some field work at provincial level;
- Positive attitude to further increase knowledge and experience;
- Training in the areas of environmental management, disaster risk management, biodiversity conservations and/or climate change mitigation and adaptation would be an asset;
- Excellent oral and written communication skills in English and Vietnamese.

## **14. Living Conditions:**

The incumbent will live in Ha Noi which has most of the economic and social amenities at a reasonable cost. Depending on living arrangements, housing can be expensive. Security is good. Ha Noi has a humid, tropical climate and monsoons. Summers, between May and September, are very hot with plenty of rain, while winters, from November to March, are cold and relatively dry.

## **15. Conditions of Service**

A 12-month contract; monthly volunteer living allowance (VLA) amounting to 10,029,815VND; annual leave and sick leave; medical and life insurance; and resettlement allowance.

### **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)



**Description of Assignment prepared by the UNV Field Unit/UN Agency:**

Katherine Muller-Marin, Representative and Head of Office of UNESCO in Viet Nam

Date: 10 March 2014

**Description of Assignment approved by UNDP/RR/CD or UNV Field Unit:**

Patricia English, UNV Programme Officer, UNV FU Viet Nam

Date: 10 March 2014