



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.

General Information

- 1. Country of Assignment:** Mozambique
- 2. Agency Name/ Host Institute:** UN WOMEN
- 3. Volunteer Category:** International UN University Volunteer
- 4. Number of Volunteers:** 1
- 5. Duty Station, Country:** Maputo, Mozambique
- 6. Duration (in months):** 5 months
- 7. Expected Starting Date:** 24 September 2018
- 8. Living Conditions:**

Mozambique has a total population of about 29 million people and Maputo is its capital city. The city is very pleasant and offers a wide range of facilities. As Mozambique's largest city, Maputo has all the amenities for a comfortable and enjoyable life. Mozambique is located on the southeast Cost of Africa. To the East is the Indian Ocean, Tanzania, Malawi and Zambia is to the north, to the west Zimbabwe and South Africa and to the South, Swaziland and South Africa. The total area of Mozambique is 799 380 Km square from North to South. It is tropical hot and humid. The hottest and wettest months in Maputo are December to February,

when the average daily minimum temperatures are around 22°C and the average daily highs of 30°C. The rain season is between October and April. Winters (June to August) are mild with the average daily temperature ranging from 13°C to 24°C. The security situation is reliable but a lot of precaution is needed at the same time. Communication and transport services are available at various costs. The housing market is healthy but quite expensive, with a wide selection of apartments and houses for rent. Houses and apartments can be rented from US\$ 300 to US\$ 1,200 per month and meals at the restaurant cost between US\$ 10 and US\$ 15. Maputo has several open food markets and several large supermarkets that sell food, clothing, and household goods at reasonable prices. Prices of basic commodities and goods are not necessarily low and quality is often questionable, but you can easily buy all that you need to live in Maputo. There are cinemas, several bars and discotheques for entertainment. Maputo is only two to three hours' drive away from Swaziland and South Africa. An entry visa is required for travellers and must be obtained from Embassy prior to arrival. However, some nationalities are exempted from visa requirement and usually travellers are advised to check their visa status prior to travelling to Mozambique. The metical is the local currency and exchange rate stands at USD 1 equivalent to about 61 meticaís (MZM) as per February 2018. There are several private clinics that provide quality healthcare, plenty of Banks and ATMs to meet financial needs. Visa cards are accepted in few limited hotels.

9. Assignment Place / Type: Family Duty Station

Assignment Place Remark: UN University Volunteer assignments are always without family.

Assignment Details

10 Assignment Title: UN University Volunteer in Institutional Development

11. Organizational Context & Project Description:

UN Women, established by GA Resolution 64/289, and became operational on 01 January 2011, has its vision of a world where women and men have equal opportunities and capacities, where women are empowered and where principles of gender equality are firmly embedded in all efforts to advance development, peace and security. The fundamental objective of UN Women is to enhance national capacity and ownership to enable national partners to formulate gender responsive laws and policies and to scale up successful

strategies to deliver on national commitments to gender equality.

UN WOMEN promotes a conducive environment for Gender Equality and Women's Empowerment in the five key areas of intervention: (1) leadership and participation; (2) economic empowerment; (3) violence against women; (4) peace and security and (5) support to local and national planning and budgeting. In implementing the programme, the CO works in partnership with Government institutions as well as Civil Society Organizations advocating for and providing technical and/or financial support towards the formulation, implementation and monitoring of gender related policies and legislation at the national and local level."

In Mozambique, this role is exercised in the context of the overall support provided by the UN system under the UN Development Assistance Framework (UNDAF) 2017-2020. UN Women's Strategic Note for Mozambique for the period 2017-2020 focuses on providing financial and technical support to the Government of Mozambique across four thematic areas: women's economic empowerment (WEE), women's leadership and participation, institutional strengthening around gender mainstreaming and gender responsive budgeting, women peace and security, as well as combating preventing and responding to violence against women and girls. In implementing the programme, the CO works in partnership with Government institutions as well as Civil Society Organizations advocating for and providing technical and/or financial support towards the formulation, implementation and monitoring of gender related policies and legislation at the national and local level."

Therefore, strengthening capacities of the constituents to better deliver is one of the strategic roles of UN WOMEN. It is in this context that an Institutional Development Officer is requested to support developing an adequate and accurate capacity building strategy to strengthen the constituent's capacities therefore helping increase their accountability to women and men's demand and accelerate implementation of UNWOMEN's Strategic Annual Workplans in line with the National Development Plans, the SDGs and AU Agenda 2063.

12. Sustainable Development Goals: 5. Gender Equality

13.UNV Focus Area: Youth

14.Task description

Under supervision of the Country Representative, the UN University Volunteer in Institutional Development will undertake the following tasks:

- Help carry-on a capacity Assessment Survey of the constituents (Government Institutions, CSOs, Women's Networks; Women's Machineries and the UN Agencies) in Mozambique in the implementation of the Gender Equality and Women's Empowerment Commitments
- Collaborate with Programme Staff for drafting the questionnaire and identifying partners.
- Assist in Identifying similar tasks undertaken within the region and/or elsewhere and draw lessons accordingly.
- Contribute to formulation of a Partner's Capacity Building Strategy for Mozambique specifically with the main partners including the Government and CSOs.
- Support formulation of a yearly training plan for Implementing Partners and coordinate related workshops.
- Support the Country Office in strengthening partnership with the National Counterparts; Civil Society Organizations, Women's Networks towards implementation of the Capacity Building Programme.
- Help identify potential donors and advises on partnership opportunities.
- Participate in different CO activities that may be of interest.

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;
- 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.

15. Results/Expected Outputs

- A report on the Capacity Building for Gender Equality and Women's Empowerment Survey
- A draft of the Capacity Building Strategy for Gender Equality and Women's Empowerment.
- 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

16. Education – Required Degree Level: Secondary Education

Additional Comments: Currently studying towards a degree and/or demonstrated interest in business administration, economics, organizational development, international development or other relevant field will be an asset.

17. Type of degree: N/A

18. Required Experience: minimum years of experience: 0

19. Experience Description:

Demonstrated interest and/or experience (up to 2 years) in Institutional and organisational Development

Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;

20. Language Skills: Fluent in English and willingness to learn Portuguese is an added advantage.

21. Areas of Expertise: Development programmes, technical assistance and volunteer management

22. Need Driving License: No

23. 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.
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations.
- 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; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; 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.

Conditions of Service and other information

24. Conditions of Service:

The duration of your assignment is 5 months.

A volunteer receives a Volunteer Living Allowance (VLA) per month and is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$961 x 1.429 = **US\$ 1,373**. The VLA base rate is a global rate, while the PAM is country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website (<http://icsc.un.org>).



Furthermore, UN University Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and also in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for the final repatriation travel (if applicable).

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

Name of Hiring Manager: Marie Laetitia KAYISIRE

Title, Department: Representative, OIC, UNWOMEN MOZAMBIQUE

Date: 01/02/2018

Disclaimer

The United Nations Volunteers programme (UNV) is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.