

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

EGYR000847--UN Youth Volunteer in Public Private Engagement

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

Country of Assignment	Egypt
Host Institute	Resident Coordinator Office
Volunteer Category	International Youth
Number of Volunteer	1
Duration	12 months
Expected Starting Date	15-02-2021
Duty Station	Cairo [EGY]
Assignment Place	Family Duty Station

Assignment Place Remark

UN Youth Volunteer assignments are always without family.

Living Conditions

Cairo is modern metropolitan city. It is categorised as an A duty station by the UN Secretariat and is a family duty station.

Reasonable accommodation can be found in Cairo. Supermarkets exist in Cairo. For food, local markets offer a much cheaper alternative. Specialized medical service is available in Cairo.

The unit of currency is the Egyptian Pound. Credit cards are usually accepted in major hotels and supermarkets in Cairo. UN Volunteers have the possibility to send part of their allowances to a bank account abroad.

Assignment Details

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

Organizational Context & Project Description

Representing the UN Secretary-General in Egypt, the United Nations Resident Coordinator (RC) and his Office facilitates the work of the UN Country Team (UNCT), supports efforts towards a strategic positioning of the UN Development System in the national development context, and manages the dialogue process with the Government of Egypt, civil society and private sector. The UNRC also holds the leadership role over the strategic initiatives and joint activities of the UNCT, as well as oversight of the various results groups, joint programmes and other inter-agency initiatives.

For the UNRC and the UNCT to successfully fulfil their expanding mandates in Egypt, the capacity of the UNRCO is being expanded and further enhanced. The UNRC must have the necessary human and technical resources at her/his disposal to effectively manage and lead the coherent implementation of the 2018 – 2022 UN Partnership Development Framework (UNPDF) and the integrated implementation of the SDGs in furtherance of national development priorities of the SDGs as outlined in the SDS. This is particularly critical during the first few years of the implementation of UNGA resolution 72/279, where the anticipation is that the required financial envelope will be available in a phased approach at the country level.

To this effect, the UNRC's Office will be supporting the work of the UNRC by providing strategic integrated technical and advisory support across two equally important tracks. First, the UNRCO will continue to serve as the one-stop-shop for advisory services anchored in the UNPDF. This dedicated support both ensures coherence across the various management groups, and enables equal opportunities for all UNCT members, including NRAs and Secretariat based entities, to take the strategic leadership in the implementation and oversight of the UNPDF. At the same time, the UNRCO will be delivering the set of aforesaid SDG initiatives that complements the implementation of the UNPDF and accelerate the achievement of the 2030 Agenda.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Within the delegated authority and under the supervision of the Head of the RCO or his/her designated mandated representative(s) the UN Youth Volunteer will undertake the following tasks:

- 1. Contribute to evidence-based Sustainable Development Goals (SDG) analysis in support of a shared understanding by the UN Country Team (UNCT) of sustainable development trends, challenges and opportunities;**
 1. Contribute to regular annual update of the Common Country Analysis.
 2. Contribute substantive research and analytical inputs to RCO knowledge products on sustainable development, including economic policy analysis and flagship research areas such as harnessing demographic dividends.
 3. Researches, analyzes, consolidates and presents SDG-related data, as well as information on emerging best practices in sustainable development, paying special attention to gender and capacity development, and proposes policy options
- 2. Identify the coordination and dialogue mechanisms to enhance, mobilize and create partnerships with the Private Sector in achieving the SDGs:**
 1. Identify respective roles, existing coordination mechanisms and propose complementary solutions that may enhance the internal and external coordination towards more and better engagement of the Private Sector in the SDGs,
 2. Define the necessary capacity development of stakeholders to be implemented to have a meaningful impact towards achieving SDGs.
- 3. Assist the UN Egypt in engaging in SDG Financing and Partnerships:**
 1. Draft and assist in the implementation of key concepts around Impact Investment and the role of Government, Private Sector, NGOs and Multilateral Organizations into SDGs Achievement,
 2. Support, facilitate and provide secretarial services to the dialogue and exchange on the potential engagement of the UN in mobilizing directly or indirectly the Private Sector.
4. Conduct research and support various activities as required - this would include work on other priority issues of RCO and UNCT, such as supporting local SDG advocates.
5. Contribute in the development of communications and advocacy products in areas related to the implementation of the 2030 Agenda for Sustainable Development.

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

- Contributions are made towards primary research and analysis;
 - Coordination of major economic analysis is supported;
 - Strategic alliances with partners and stakeholders are supported;
 - Best practices and Lessons learned are documented and analysed;
 - Relevant tools are developed to support issues such as demographic dividends and financing for the SDGs;
- 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

Required Degree Level Master degree or equivalent

Education - Additional Comments

Master's Degree in Economics, Development Studies, Public Policy, International Relations, Political Sciences or related field or equivalent.

Required experience 3 months

Experience Remark

Demonstrated interest and/or experience (ideally one year) at international level in development or humanitarian work, in programme management, coordination of strategic processes and/or policy-level analysis. Experience in the usage of computers and office software packages (Word, Excel, PowerPoint), experience in handling of web-based management systems. Knowledge and experience in working with statistical and economic analysis softwares (Stata, R, Eviews) will be an asset.

Language

- English (Mandatory) , Level - Fluent
- AND - Arabic (Optional) , Level - Working Knowledge

Area of Expertise

- Other development programme/project experience Mandatory

Area of Expertise Requirement

Age requirement

UN Youth Volunteers should be between 18 and 29 years old throughout the duration of their service.

Learning Expectations

Learning and development are a central part of the UN Youth Volunteer's assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer's skills and competences, improve the quality of the assignment and keep the volunteer's motivation high.

Learning elements for the UN Youth Volunteer include the development of:

- Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.
- Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.
- Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. The host agency will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

Need Driving Licence Yes

Competencies & Values

- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

Conditions of Service and other information

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

Conditions of Service:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement

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of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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.

A UN 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 (choose from the drop down menu the appropriate rate here): US\$1,321. 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>.

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

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN 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). A resettlement allowance is paid for satisfactory service at the end of the assignment.

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

Supervision, induction and duty of care of UN Volunteers ([Roles and Responsibilities of Host Entities](#))

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 including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- 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;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- 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;

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics)

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.