

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

ETHR001173--UN Youth Volunteer in Nutrition

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	Ethiopia
Host Institute	United Nations Children's Fund
Volunteer Category	International Youth
Number of Volunteer	1
Duration	12 months
Expected Starting Date	15-02-2021
Duty Station	Addis Ababa [ETH]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

Addis Ababa is the capital of the Federal Democratic Republic of Ethiopia. The population is estimated at about 4 million. It is located in the Ethiopian highlands at an altitude of 2,500-2,700 meters. The climate is sunny and temperate, but it can be very cold at night, with freezing temperature at times. It is therefore advisable to bring warm clothing and foresee using heaters and/or log fires when necessary. Addis Ababa is the headquarters for the UN Economic Commission for Africa as well as the African Union (ex-OAU).

Thus, there is a very large community of expatriates from all over the world. There are some 80 embassies/diplomatic missions. Housing is most of the time readily available and the rents are, on average, reasonable. Most foodstuffs, beverages, household goods, furniture and clothing, mostly imported from the Middle/Far East, South Africa and Europe, or local brands, can be found, although they can be expensive. Meat, fish, fresh fruits and vegetables are cheap and abundantly available.

The basic infrastructures - roads, utilities, and telecommunications - are below standard, as are medical facilities, which are still largely inadequate, although a few private clinics and hospitals provide reasonably good routine care. There are lots of tourist attractions to visit around the country, although the amenities are often poor to average. Several restaurants around the city serve local or

international cuisine and there are numerous social and cultural events throughout the year organized by the international and local communities. Sports facilities (fitness, tennis, swimming, riding, golf, etc.) exist in the major hotels or in different establishments around the city. There are no major or special security concerns within Addis Ababa city limits.

Assignment Details

Assignment Title UN Youth Volunteer in Nutrition

Organizational Context & Project Description

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, nutrition, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Sustainable Development Goals 2. Zero Hunger

Task description

Under the direct supervision of Chief of Nutrition , the UN Youth Volunteer will undertake the following tasks:

Programme Development and Planning

- Contribute to and support the preparation, design and updating of the situation analysis for the nutrition sector(s) to ensure comprehensive and current data on maternal and child nutrition is available to guide policy development, and the design and management of nutrition programmes/projects.
- Keep abreast of development trends to enhance programme management, efficiency and delivery.
- Participate in strategic programme discussions on the planning of nutrition programmes/projects.
- Assists in formulating, design and prepare a sector of the nutrition programme proposal, ensuring alignment with UNICEF's Strategic Plans, Country Programme, and coherence/integration with the UN Framework, regional strategies, as well as national priorities, plans and competencies.
- Supports establish specific goals, objectives, strategies, and implementation plans for the nutrition sector(s) based on results-based planning terminology and methodology (RBM). Prepare required documentations for programme review and approval.
- Participates in working closely and collaboratively with colleagues and partners to discuss strategies and methodologies, and to determine national priorities/competencies to ensure the achievement of concrete and sustainable results.

Supports providing technical and operational support throughout all stages of programming processes to ensure integration, coherence and harmonization of programmes/projects with other UNICEF sectors and achievement of results as planned and allocated.

Programme management, monitoring and delivery of results

- Supports planning and/or collaborate with internal and external partners to establish monitoring benchmarks, performance indicators, and UNICEF/UN system indicators and measurements, to assess and strengthen performance accountability, coherence and delivery of concrete and sustainable results for the assigned sector in nutrition programmes.
- Participate in monitoring and evaluation exercises, programme reviews and annual reviews with government and other counterparts to assess progress and to determine required action and interventions to achieve results.
- Prepare and assess monitoring and evaluation reports to identify gaps, strengths and/or weaknesses in programme management. Identify lessons learned and use knowledge gained for development planning and timely intervention to achieve

goals.

Technical and operational support to programme implementation

- Contributes to provide day-to-day technical assistance to Ethiopia Country Office Nutrition Section through review of key guidelines/documents/policies, support to programming, funding proposals, etc.
- Supports the coordination of key country level response to prevention of wasting and the implementation of action points in collaboration with Nutrition specialist
- Supports the review of nutrition information systems and monitoring indicators on prevention of wasting and wasting treatment services
- Assists assessment of capacity development gaps and technical support needs at sub-national level
- Supports provision of technical assistance and quality assurance support to UNICEF country offices/ field offices (e.g. Review of Emergency nutrition response plans including HRP, HAC, Rolling Annual Working Plans etc.)
- Assist in development/review of key guidelines, tools, job aids and training materials
- Participate in design and implementation of nutrition assessments, surveillance, surveys and monitoring systems
- Supports the planning, implementation of SMART Nutrition surveys and assists in capacity building of partners to ensure quality surveys are undertaken
- Participates in Nutrition Information Working group meetings that supports nutrition survey implementation
- Supports innovative technology driven data collection and entry in nutrition assessments, surveillance, surveys and monitoring systems through use of
 - ODK open data kit – for easy collection of transmission of data during surveys, monitoring programme response
 - End Use Monitoring of programmatic/ surveillance and other assessments
 - Remote training in the context of covid19
 - Other technology driven approaches to training/ capacity building, surveillance, monitoring
- Contribute to supporting the COVID-19 response in Ethiopia through technical and programmatic support, preparation/documentation of teleconferences with sub-national focal point persons
- Participate in country office routine calls on the nutrition response to the COVID-19
- Assist therapeutic nutrition data and performance review to support monitoring of response programme against programme benchmarks.
- Participate in monitoring and evaluation exercises, programme reviews and sectoral reviews with government and other counterparts to report on required action/interventions to support higher level of programme management.
- Conduct regular programme field visits and supporting Nutrition surveys (SMART Surveys), routine nutrition therapeutic programme data and ensure quality data
- Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
- Supports documentation of important programme documents including donor reports, proposals, regular updates to donors and advocacy papers to strategic partners/ agencies

Networking and partnership building

- Build and sustain effective close working partnerships with nutrition sector government counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve programme goals on maternal and child rights as well as social justice and equity.
- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnership/alliances and support fund raising for nutrition programmes.
- Participate in appropriate inter-agency (UNCT) meetings and events on programming to collaborate with inter-agency partners and colleagues on UNDAF operational planning and preparation of nutrition programmes/projects, and to integrate and harmonize UNICEF's position and strategies with the UNDAF development and planning process.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes

Innovation, knowledge management and capacity building

- Supports applying and introducing innovative approaches and good practices to build the capacity of partners and stakeholders, and to support the implementation and delivery of concrete and sustainable programme results.
- Keep abreast, research, benchmark, and implement best and cutting-edge practices in nutrition management and information systems. Assess, institutionalize and share best practices and knowledge learned.
- Contribute to the development and implementation of policies and procedures to ensure optimum efficiency and efficacy of sustainable programmes and projects.

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- Organize and implement capacity building initiatives to enhance the competencies of clients and stakeholders to promote sustainable results on nutrition related programmes and projects.

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

- Project implementation progress is monitored and evaluated for adjustment, acceleration and improvement of program delivery and sustainability.
 - Timely sectoral analysis, input and support contribute to the Situation Analysis and its periodic update for effective project planning, development and management.
 - Quality technical contributions are made to the development and implementation of Integrated Health & Nutrition strategies and approaches through participation and collaboration with internal and external partnership.
 - Work plan and objectives are strategically established, implementation support is effectively provided, and planned results are timely delivered through application of technical expertise.
 - Technical support is provided to government and NGOs at various stages of the project implementation, monitoring and evaluation, including capacity building of government personnel and beneficiaries.
 - UNICEF and Government accountability is ensured for supply and non-supply assistance and disbursement of programme funds for Health & Nutrition.
 - Effective working relationships with internal and external counterparts are kept maintained for advocacy, technical coordination, information sharing and knowledge networking.
 - Relevant and strategic information is kept available to support the Nutrition Programme by the effective implementation of an integrated monitoring system.
 - Required programme/project reports are timely prepared in compliance with the established guidelines and procedures.
 - Emergency preparedness is maintained, and in emergencies, emergency response with effective coordination is provided.
 - Other assigned duties and responsibilities are effectively accomplished
- 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 one of the following fields is required: nutrition, public health, nutritional epidemiology, Biostatistics, global/international health and nutrition, health/nutrition research, policy and/or management, health sciences, bioinformatics, Monitoring and evaluation, nutritional epidemiology, or another health-related science field.

A combination of Nutritional/ Health Sciences with Biostatistics, Health Informatics and or Nutritional Epidemiology, Monitoring and Evaluation.

Required experience 3 months

Experience Remark

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- Demonstrated interest and/or experience (ideally one year) in Nutritional Sciences/ Health informatics or Information sciences
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded.
- Previous experience in programme management, monitoring and evaluation and reporting

Language

- English (Mandatory) , Level - Fluent

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 No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Technological Awareness

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 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

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.

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.