

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BIHR000442--Project Coordination Officer for Innovation and Technologies

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	Bosnia and Hercegovina
Host Institute	United Nations Development Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	Until 02-09-2019
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Sarajevo [BIH]
Assignment Place	Family Duty Station
Assignment Place Remark	

If the initial assignment is less than 12 months, the assignment is non-accompanied by dependants.

Living Conditions

The UN designated state of alert for Bosnia and Herzegovina is Security Level 1 which is minimal and lowest security level in the Security Level System for the entire country, including the capital of Sarajevo.

The situation in Bosnia and Herzegovina (BiH) is generally quiet; all international agencies consider threats to their staff to be low at this time. However, BiH has the same problems as much of Europe, from pickpockets to traffic accidents, so please make sure you exercise appropriate personal security awareness and common sense.

Bosnia and Herzegovina is a country with the largest mine contamination problem. Over 670.000 mines and 650.000 unexploded ordinances on 10.000 locations estimated. Contaminated area estimated is over 2.000 km² which is more than 4 % of the total territory of Bosnia and Herzegovina. Staff is advised to stay on well-travelled routes while in the country. See the <http://www.bhmac.org>

Assignment Details

Assignment Title Project Coordination Officer for Innovation and Technologies
Organizational Context & Project Description

The Rural and Regional Development Sector focuses on a comprehensive approach to development at the local level, in line with European principles and norms. Through its five regional offices, the Sector targets: improving local government capacity to plan, identify priorities and deliver results; stimulating economic recovery through entrepreneurial activity, job growth and investment, increasing the competitiveness of local producers and income generation; strengthening local priority infrastructure; delivery of social services to vulnerable populations, and the sustainable use of natural resources and energy efficiency

Sustainable Development Goals 9. Industry, Innovation and Infrastructure

Task description

Under the direct supervision of Local Development Programme Manager, the national UN Volunteer will undertake the following tasks:

- Providing working level representation for the programme in meetings involving innovation and technology;
- Reporting on developments in the local and cantonal regarding the subject matter of innovation and technology;
- Helping coordinate stakeholders, both domestic and international;
- Assisting in monitoring of local and cantonal projects aimed at fostering innovation and technological advancement.
- Assist in day-to-day activities such as recruitment, procurement, accounting and reporting;
- Monitor personnel files for national and international consultants, following up on contract expiry and extension dates, recording travel and travel entitlements, checking on completion of TORs and payment;
- Organize meetings including venues, facilities, document preparation, catering and security clearances;
- Organize travel for programme members, consultants and participants for consultancies, training and workshops;
- Assist in editing and finalizing of annual reports and correspondence;
- Perform other duties as determined by the Programme Manager.

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

Overall, it is expected that the Project Coordination Officer will assist in the day-to-day operations related to human resources, financial management, procurement & logistics and general administration.

Outputs:

- Implementation of internal operational procedures;
 - Support to procurement processes;
 - Support to recruitment processes;
 - Support to provision of travel and logistical services;
 - Support to knowledge building and knowledge sharing;
 - A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.
- 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 Bachelor degree or equivalent

Education - Additional Comments

University degree in social sciences, business administration or similar is an asset

Required experience 24 months

Experience Remark

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Minimum two years of progressively responsible professional experience in administrative assistance of project implementation and management preferably in a civil service, NGO, or international organisation environment.

Language Skills

- English (Mandatory) , Level - Fluent
- And One of these - Bosnian, Croatian, Serbian (Mandatory) , Level - Fluent

Area of Expertise

- Development programme/project administration Mandatory

Area of Expertise Requirement

Computer literacy, specifically advanced skills in MS Office Suite. Work experience in the United Nations System or European Union - funded projects would be an asset.

Professionalism:

- Sound knowledge and understanding of concepts and approaches relevant to budgetary and financial management; demonstrable knowledge of database administration;
- Knowledge of the financial rules and regulations of the BiH as well as familiarity with BiH policies and procedures as they relate to budgeting and financial administration;
- Demonstrable commitment to the values of the United Nations, particularly integrity in daily activities and behaviors; demonstrated professional competence and mastery of administrative processes;
- Ability to perform a range of administrative functions, including event planning and organizing and human resources administration;
- Ability to map out potential risks and make contingencies, as required.
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Shows persistence when faced with difficult problems or challenges.

Accountability:

- Takes ownership of responsibilities and honors commitments;
- Delivers outputs for which one has responsibility within prescribed time, cost, and quality standards;
- Operates in compliance with organizational regulations and rules;
- Takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Teamwork:

- Proven interpersonal skills and the ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Is willing to learn from others; places team agenda before personal agenda;
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility

for team shortcomings.

Planning & Organizing:

- Able to establish priorities and to plan, coordinate and monitor work while prioritizing competing demands; able to work on tight deadlines;
- Knowledge on how to develop clear goals that are consistent with agreed strategies;
- Foresees risks and allows for contingencies when planning;
- Monitors and adjusts plans and projects as necessary; uses time efficiently.

Need Driving Licence No

Competencies & Values

- Accountability
- Planning and Organizing
- Professionalism
- Working in Teams

Conditions of Service and other information

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>

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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.

Application Code BIHR000442-3916

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 (enter the Programme Country) and legal residents in (enter the Programme Country or territory) with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 17 February 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.

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