

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

TZAR000129--UN Coordinator for COVID-19 Zanzibar

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	United Republic of Tanzania
Host Institute	Resident Coordinator Office
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Zanzibar [TZA]
Assignment Place	Family Duty Station
Assignment Place Remark	.

Living Conditions

Zanzibar is a semi-autonomous part of Tanzania in East Africa. It is composed of the Zanzibar Archipelago in the Indian Ocean, off the coast of the mainland, and consists of many small islands and two large ones: Unguja and Pemba. The capital is Zanzibar City, located on the island of Unguja. Its historic center is Stone Town, which is a World Heritage Site. As a semi-autonomous part of Tanzania, Zanzibar has its own government, known as the Revolutionary Government of Zanzibar. It is made up of the Revolutionary Council and House of Representatives. Zanzibar's main industries are spices, raffia, and tourism. In particular, the islands produce cloves, nutmeg, cinnamon, and black pepper. For this reason, the islands, together with Tanzania's Mafia Island, are sometimes called the Spice Islands.

Assignment Details

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Assignment Title

UN Coordinator for COVID-19 Zanzibar

Organizational Context & Project Description

Among the existing challenge is the Revolutionary Government of Zanzibar inability to finance the Multisectoral plan on COVID-19, to engage diverse partners in efforts of financing the response and in addition to a weak capability of the health sector to respond to the manifestations of COVID-19 infection. Furthermore, in spite of ongoing efforts under the risk assessment and community engagement pillar, critical information gaps among the most vulnerable on COVID-19 exist. A lack of a finalized multisectoral resource mobilization plan limits the opportunity for engagement with diverse partners including the private sector, traditional and nontraditional donors and the communities themselves in a holistic and integrated manner.

Sustainable Development Goals

3. Good Health and Well-being

Task description

To this effect, the Resident Coordinators Office will like to recruit the services of a national UNV to facilitate the UN in implementing the UN staff prevention and response to COVID-19 plan with a focus on staff welfare and safety, to support the government in coordinating resource mobilization efforts and in to engage partners in the response against COVID-19 in Zanzibar. The UNV will work directly under direct supervision of the UN Area Coordinator (UNAC) and will be responsible for the following tasks.

1. Support the UN in Zanzibar in providing staff security and safety during the COVID-19 pandemic including information sharing, reporting and monitoring of staff and the provision of preventive materials necessary for staff safety and security.
2. Activate the UN Area Security plan by ensuring wardens and respective personnel are informed of staff whereabouts, and the emerging COVID-19 cases within their community.
3. Monitor the implementation of the UN COVID-19 contingency and response plan for Zanzibar particularly, and provide necessary assistance related to UN staff contact tracing, staff isolation, quarantine and medical evacuation.
4. Support the UN led working group to document the joint UN response to COVID 19 as well as in the joint UN resource mobilization efforts.
5. Any other responsibilities as required by UN Area Coordinator.

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

- Ensure staff welfare and security during COVID-19 pandemic in Zanzibar.
 - Improved collaboration and network between Zanzibar UN Sub Office and UN office
 - Ensure that the UN is recognized as a trusted partner by the local community.
 - Increase interest of government officials, donors, private sector and community members regarding the COVID-19 interventions in Zanzibar.
 - Encourage social cohesion and value of volunteerism in the programme areas
 - Prepare final statement of achievements towards volunteerism for development during the assignment.
- 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

Bachelor's Degree in Social Sciences, community development or any other related field. Bachelor's Degree in Social Sciences, community development or any other related field.

Required experience 36 months

Experience Remark

Minimum of 3 years of professional experience. Prior experience in international organizations an asset.

- Experience with organizing and coordinating meetings, conferences and events
- Able to prioritize work, multi-task and meet deadlines;
- Strong interpersonal skills and flexibility, responsibility, integrity, team work, self-motivate
- Excellent writing and communication skills.
- Adequate co-ordination skills
- Fluent in both verbal and written English and Kiswahili
 - Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Mandatory

Area of Expertise Requirement

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Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity

- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- 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 of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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

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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>

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 and official processes;
- 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;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- 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

TZAR000129-6847

Application procedure

*** Not yet registered in the UNV Talent Pool?**

Please 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?**

Please 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.

Application deadline: 08 May 2020

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/VFpBUjAwMDEyOQ==>



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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