

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

Assignment title:	Junior Programme Analyst
UN Host Entity:	UNDP
Country of assignment:	Egypt
Duty Station:	CAIRO
Family / non-family duty station:	Family Duty Station
Volunteer category:	International UN University Volunteer
Duration:	5 months
Expected starting date:	20 September 2022
Sustainable Development Goal:	13. Climate Action

Details

Organization mission and objectives

For over 50 years, UNDP has been supporting the Egyptian government and people in their efforts to reduce poverty and to promote sustainable human development policies. One of the hallmarks of UNDP Egypt's success is its long-term support to the Government in building and sustaining strategic national institutions that have added significant value to improving people's lives in the country.

Assignment context

This UNV assignment is part of one of UNDP flagship 2022 initiatives, supporting Egypt's hosting of the United Nations Framework Convention on Climate Change 27th Conference of Parties (UNFCCC CoP27)

Task description

Under the direct supervision of the *Environment Team Leader (Assistant Resident Representative)*, the UN University Volunteer will undertake the following tasks:

- 1) Provide contribution as part of the environment team to organization and logistics of events necessary to UNDP support to the Government of Egypt organization of UNFCCC CoP27
- 2) Support as part of the team with draft concept notes, and proposals, under the guidance of the supervisor and in coordination with key partners.
- 3) Participate in the team's programme design and development, elaborating work plans, implementation, monitoring and evaluation, report writing, and capturing lessons learned.
- 4) Partake in coordinating activities with UNDP existing national and international partners and stakeholders.
- 5) Support networking and liaising with national and international partners.
- 6) Undertake short research and analysis, sharing knowledge, and participate in information exchange fora.
- 7) Contribute to information gathering and analysis on areas of relevance to the Environment Team
- 8) Contribute other support to the Environment team.

Kindly note that the above tasks could be **suitable for a period of telecommuting**.

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.

Requirements

Required education level Secondary Education

Minimum experience 0 years

Area(s) of expertise: Currently studying towards a degree in management, environmental Science, international relation or other relevant field.

Skills and experience description

- Demonstrated interest and/or experience in **Climate Change mitigation and Adaptation, Events Management, International Relations**
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;

Language skills

English mandatory optional
 basic fair working knowledge fluent mother tongue

Arabic mandatory optional
 basic fair working knowledge fluent mother tongue

Competencies and Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- 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

Driving license needed:

No

Living conditions

The duty station will be Cairo, which is a family duty station with a wide range of services (health, education, and leisure) and good living conditions. Cairo (and Egypt) has long been a center of the region's political and cultural life, with high levels of tourism. Like other similar cities, Cairo offers good quality of life in terms of access to shopping centers, banks, medical services, educational facilities, cultural events, etc.

The Arab Republic of Egypt has a unique geographical position in Northeast Africa, at the crossroads of Europe and Asia, on the Mediterranean and the Red Sea, and its connection to Sub Saharan Africa through the Nile Valley.