

DESCRIPTION OF ASSIGNMENT

The following points need to be taken into consideration by UN Host Entities:

- Interviews must be concluded and interview reports be shared with UNV within two weeks after receiving the shortlisted candidates.
- Assignments must be suitable for students or recent graduates with no or very little experience and allow for professional development and growth.
- UN University Volunteers have no or very little experience and require induction, mentoring and coaching. A workplan must be set up within the first weeks of the assignment.
- The UN Host Entity will have to commit to cover the costs related to the office space, computer, email account as well as field missions.

Resources for UN Host Entities:

- Creating an attractive Description of Assignment: <https://toolkit.unv.org/recruitment/create-description-of-assignment>
- UN Host Entity toolkit: <https://toolkit.unv.org>

Template for UN University Volunteer assignments funded by Japan (KGU)

Assignment title:	UN University Volunteer: Programme Support
UN Host Entity:	United Nations Development Programme (UNDP)
Country of assignment:	Namibia
Duty station:	Windhoek
Family / non-family duty station:	Family Duty Station
Volunteer category:	International UN University Volunteer
Duration:	5 months
Possibility of extension:	No
Expected starting date:	20 September 2025
Sustainable Development Goal:	1. No Poverty

Visa process: VISA is mandatory; applicant is required to apply through the Ministry of Home Affairs, Immigration, Safety and Security website for the Short-Term Employment Permit Application (Up to 6 Months).

Organization mission and objectives

The United Nations Development Programme (UNDP) is the United Nations (UN) global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP has a presence in nearly 170 countries and territories, working with governments and people on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners that can bring about results.

The 2030 agenda for sustainable development demands a UN development system that is agile, cohesive and responsive to a country's priorities and people's needs. It requires rights-based programming for the 2030 agenda that is underpinned by robust national analysis, a renewed push for collective action and partnerships, and a laser-like focus on helping countries achieve the sustainable development goals (SDGs) by leaving no one behind (LNOB). In line with this, UNDP programming is focusing on the vulnerable and marginalized populations.

Assignment context

Namibia faces significant challenges in fostering Micro, Small, and Medium Enterprises (MSME) development and addressing unemployment, which stands at 33.40% (NSA). Youth unemployment is particularly alarming, at 46.1%, signalling an urgent need for solutions that promote job creation. MSMEs account for over 12% of GDP (Bank of Namibia, 2020) and employ about 33% of the workforce, yet their growth is hindered by limited access to finance, markets, and technical expertise.

UNDP seeks to address these barriers by leveraging private sector partnerships to enhance MSME resilience and unlock opportunities for trade, especially in various sectors. Interventions will focus on equipping MSMEs with the necessary technologies, fostering value addition, and improving market access through digital platforms. By engaging the private sector, the assignment aims to reduce unemployment, strengthen trade linkages, and catalyze inclusive economic growth.

Task description

The UN University Volunteer will support the implementation activities related to the project either telecommuting or present in country in specific relation to private sector engagements. Under the direct supervision of the Sustainable Inclusive Green Growth Specialist, the UN Volunteer will undertake the following tasks:

- Support the implementation of project activities.
- Assist in the development of policy, financial and sustainability models in Namibia.
- Participate in stakeholder engagement processes, working closely with parties responsible for the implementation of the project(s).
- Assist with project administration activities.
- Contribute to research and project design processes.
- Contribute to analyses (as it may pertain to the projects)
- Assist in monitoring project activities to ensure all results are sufficiently reported and documented.

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.

Will mission travel be required? Yes X No

Requirements

Education: Secondary Education.

Currently Studying towards a degree in Economics, Sustainable Finance, Business or International development

Relevant experience: 0 years

Skills and experience:

Demonstrated interest in:

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W. www.unv.org

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- International Trade; Private and Public Finance
- Policy work

Skills in:

- **Professional skills:** including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving and team building.
- **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.

Area(s) of expertise

<input checked="" type="checkbox"/> Administration	<input type="checkbox"/> Health
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Human resources
<input type="checkbox"/> Architecture and settlements	<input checked="" type="checkbox"/> Information technology
<input type="checkbox"/> Arts and design	<input type="checkbox"/> Legal affairs
<input type="checkbox"/> Business management	<input type="checkbox"/> Logistics and inventory
<input checked="" type="checkbox"/> Communication	<input type="checkbox"/> Manual labour and skilled trades
<input type="checkbox"/> Community development	<input type="checkbox"/> Natural and life sciences
<input type="checkbox"/> Crisis and emergency response	<input type="checkbox"/> Procurement and contracting
<input checked="" type="checkbox"/> Development programmes	<input type="checkbox"/> Product safety
<input checked="" type="checkbox"/> Economics and finance	<input type="checkbox"/> Security and protection
<input type="checkbox"/> Education	<input type="checkbox"/> Social work
<input type="checkbox"/> Elections and governance	<input type="checkbox"/> Translation and interpretation
<input checked="" type="checkbox"/> Energy and environment	<input type="checkbox"/> Transport
<input type="checkbox"/> Engineering and construction	<input type="checkbox"/> Volunteer management
<input type="checkbox"/> Facility management	

Language skills

English:

- working knowledge ☐ fluent ☒
- mandatory ☒ desired ☐

French

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- working knowledge ☐
- desired ☒

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

Living conditions

The International University Volunteer Officer will be based in Windhoek, the capital city of the Republic of Namibia. The country has a population of about 3, 022, 401 and the city is cosmopolitan in nature, consisting of people of all walks of life. It is relatively safe, very peaceful and has a good and easily accessible transport and communication network systems. There is ample access to various social amenities and the standard of living is remarkably close to that of Europe. The climate is pleasant with a mild winter from May to August and a hot summer (high temperature but incredibly low humidity) from September to April. Windhoek is classified as an A duty station. Support is generally provided to help find accommodation nearby the office.

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