



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:	Programs and communications assistant
UN Host Entity:	UNEP
Country of assignment:	Tanzania
Duty station:	Dar es Salaam,
Family / non-family duty station:	Family Duty Station
Volunteer category:	International UN University Volunteer
Duration:	5 months
Expected starting date:	20 September 2023
Sustainable Development Goal:	Choose an item.

Details

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We are inspiration in action

Organization mission and objectives

The United Nations Environment Programme (UNEP) is the leading environmental authority in the United Nations system. UNEP uses its expertise to strengthen environmental standards and practices while helping implement environmental obligations at the country, regional and global levels. UNEP's mission is to provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and peoples to improve their quality of life without compromising that of future generations.

Assignment context

The Project Implementation Support Specialist will be directly supervised by, under the guidance and consultation of the Deputy Director, Africa Office, with the overall leadership from the Director, Africa Office in Nairobi, Kenya. The incumbent will provide implementation support to projects/activities under UNEP's UNSDCF commitments and which are also in line with UNEP's Programme of Work in the Africa Region, with direct linkage to Climate action, pollution action and nature action. Associated with this, the incumbent will assist in programme development, review of relevant documents and fundraising for the effective implementation and delivery of projects/activities. The incumbent will also conduct research, collect and collate data and maintain appropriate databases as well as country, regional and organizational profiles. The incumbent will additionally provide support in reporting, liaison and administrative duties appropriate to the implementation of the UNSDCF 2021/22-2026/27 work programme as financed under one fund, among other potential resources.

Task description

Under the direct supervision of UNEP's National Coordination and head of Tanzania, the UN University Volunteer will undertake the following tasks:

Officer, the UN volunteer will undertake the following tasks:

- Supports in developing and preparing project proposals for the implementation of various priority activities under UNSDCF in line with UNEP's Africa Office;
- Assists in collecting and analysing information related to environment and sustainable development to help deepen and widen the understanding of issues related to the nexus environment assets- economic growth and social stability and how this relates to poverty reduction in Tanzania;
- Assist in preparing reflection notes, policy briefs and fact sheets on issues linked to environment and sustainable development to feed in the policy debate, and the overall communication assistance;
- Supports in identifying opportunities for partnerships that can be engaged and resources that can be mobilized in the country as well as those in the region for environmental sustainability and economic growth;

- Update relevant data bases and profiles for project formulation and information sharing;
- Assists in reviewing relevant documents with regards to among others, green growth, potentials for green economy, climate change, environmental governance and resource efficiency;
- Support planning and organisation of meetings, training workshops, etc.;
- Regularly review and recommend appropriate tools that enhance the delivery of the UNDP related work;
- Any other activities assigned by the supervisor.

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 Climate Change, Environment or Natural Resource Management line of , development planning or related field; or other relevant field.

Skills and experience description

- Demonstrated interest and/or experience in **Environment, Climate Change and Natural Resource management**
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Demonstrated skill in effective verbal communication and interpersonal interactions;
- Be familiar with a wide range of information on environment challenges in Africa and UNEP programmes and activities in Africa;

- Have a flexible approach and be able to work effectively as part of a team ;
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Language skills

English

mandatory optional
basic fair working knowledge fluent mother tongue

mandatory optional
basic fair working knowledge fluent mother tongue

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:

Choose an item.

Living conditions

Dar es Salaam is the largest City in Tanzania, as the major port and economic center. Most Ministries, government offices, embassies and UN offices are based in this City. Dar es Salaam is situated on the coast, overlooking the Indian Ocean. It is an International multicultural city with a mix of religions. There is a wide range of facilities available, including numerous shopping centers movie theatres, restaurants and many new developments planned

Name of Hiring Manager: Alice Kingoo

Title, Department: Senior Administrative Assistant

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Name of supervisor: Ms. Clara Makenya, UNEP Dar es Salaam

Title, Department: UNEP National Coordinator and head of Tanzania Office,

Email of supervisor: clara.makenya@un.org