

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CHNR000118--Project Coordinator

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	China
Host Institute	United Nations Population Fund
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	15-08-2019
Duty Station	Beijing [CHN]
Assignment Place	Family Duty Station
Assignment Place Remark	
Living Conditions	

The duty station of the national UN Volunteer is located in Beijing city, where adequate public infrastructure and health services are available. It is the foremost political and cultural metropolis in China. The city has excellent health services available.

In general, rent for apartments in central locations is high relative to other regions in China, but quality is good. Beijing is well served by many shopping malls, large supermarket chains and international brands. Buses and subways are the most common form of mass transportation. Metered taxis are widely available and domestic and regional travel by train and airplane is popular.

The National UN Volunteer receives a standard volunteer living allowance (VLA), which is intended to cover their accommodation and basic living expenses. In China the VLA is 8,167 RMB per month. The

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National UN Volunteer is entitled to an excellent health, life and disability insurance package. A modest Settling-in Grant and end of assignment allowance will also be provided, along with travel to and from the duty station. The National UN Volunteer is entitled to 2.5 days personal leave per month and government official holidays.

Assignment Details

Assignment Title Project Coordinator

Organizational Context & Project Description

Organizational Context/Project:

UNFPA is the United Nations sexual and reproductive health agency. Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's goal is to achieve universal access to sexual and reproductive health, realize reproductive rights, and reduce maternal mortality to accelerate progress on the ICPD agenda, to improve the lives of adolescents and youth, and women, enabled by population dynamics, human rights, and gender equality. Sexual and Reproductive Health Unit is a programme unit in UNFPA China. It focuses on leveraging national and international expertise and technical assistance to support China's efforts on promoting Sexual and Reproductive Health (SRH).

China Family Planning Association (CFPA), founded on May 29, 1980, is the largest non-governmental network in China active in reproductive health, family planning and HIV/AIDS prevention and care. CFPA's mission is to act as a channel for external resources and expertise while taking a role in public mobilization and education for population and health programs. CFPA plays an important role in providing information and education and promoting voluntary family planning in China. CFPA provides people with family planning, maternal and child health, healthier childbearing and adolescent sexual and reproductive health, both information and services. The CFPA's main target groups are the vulnerable ones such as women of reproductive age in economically less developed areas, young people, migrants and ethnic minorities in remote areas.

Brief Portfolio Description:

"Improving Sexual and Reproductive Health among Vulnerable Populations in Qinghai and Shanxi Provinces in China, 2019- 2021" is one of the projects on Sexual and Reproductive Health under the cooperation between UNFPA, CFPA and National Health Commission of the People's Republic of China. The overall objective of this project is to contribute to poverty eradication and achieving universal access to sexual and reproductive health and rights by all, particularly women and young people of ethnic minorities and vulnerable groups such as the poor, rural residents, and persons with disabilities in selected four counties of Qinghai and Shanxi provinces.

Project outcome: Increased availability and utilization of integrated, rights based, gender sensitive

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reproductive health services among vulnerable populations including ethnic minorities in the selected project counties of Qinghai and Shanxi provinces.

Three outputs are expected through the implementation of the project:

Output 1: Strengthened local capacity for implementation and monitoring of policies and programmes to address sexual and reproductive health and rights for women and young people of vulnerable population including ethnic minorities in the four selected project counties.

Output 2: Improved availability of rights based, gender sensitive and integrated sexual and reproductive health information and services for women and young people from vulnerable population including ethnic minorities in the four selected project counties.

Output 3: Improved skills, knowledge and positive attitudes towards sexual and reproductive health and rights among young people in the selected project counties.

Sustainable Development Goals 3. Good Health and Well-being

Task description

Under the guidance of the Director of Department of International Cooperation of CFPA, and direct supervision of UNFPA SRH Programme Specialist and Youth Analyst, the UNV will assist in the coordination and management of the above mentioned project including planning, monitoring and reporting of the project in Qinghai and Shanxi provinces, and she/he will also provide support for local implementation of the project and coordination among UNFPA, CFPA, MCH and local partners. The job involves maintaining constructive relationships with the Government, civil society organizations, other UN agencies, donors and the private sector.

The UN Volunteer will be placed at the office of CFPA and regularly report back to UNFPA.

Specifically, the UNV is expected to perform the following functions:

1) Support programme management

- Provide management support to the project implementation, through assisting in planning, management and evaluation of project activities;
- Prepare AWP and ensure timely completion of AWP;
- Prepare quarterly progress reports and financial reports--Funding Authorization and Certificate of Expenditure (FACE) ;
- Monitoring financial performance and ensure OFA of released funds are cleared on time;
- Organize missions to monitor project implementation.
- Support monitoring and documentation of achievement of results;
- Assist in review and adjustments to project documents according to agreed-upon priorities and available resources;
- Monitor financial and substantive progress of the projects, identify operational and financial

problems, develop solutions;

- Identify and synthesize best practices and lessons learnt directly linked to policy goals;

2) Project coordination and liaison with various stakeholders

- Ensure continuous and smooth communications between UNFPA and CFPD;
- Assist in coordination with Department of International Cooperation, and the Department of Maternal and Children's Health;
- Coordinate with the national expert team and other selected international and national experts;
- Coordinate with various stakeholders or executing agencies for a smooth project implementation;
- Use UNFPA's platform and engage media outlets to advocate universal access of SRH services for vulnerable populations through project implementation, and undertake advocacy tasks such as preparing advocacy materials, presentations, and strategy papers;
- Organize regular meetings among UNFPA, CFPD, NHC, and the experts team;
- Provide translation and help with editing and proof-reading reports and proposals;
- Provide support to speech writing, and documenting key meetings and discussions;
- Undertake ad hoc related tasks and miscellaneous activities upon request.

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

As a Project Coordinator, the UNV will contribute towards the following outputs:

- The project implemented according to UNFPA and governmental programme policies and procedures;
 - Effective project management, AWP signed on time and planned activities implemented timely;
 - Effective financial management of the project including timely submission of quarterly progress reports and FACES, and OFA cleared timely;
 - Enhanced strategic partnership among various stakeholders.
- 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 Master degree or equivalent

Education - Additional Comments

Education:

Postgraduate degree in a related field such as public health, international development, public policy and social science;

Language Requirements:

- Full professional proficiency in English and Chinese.

Required experience 24 months

Experience Remark

Professional experience:

- At least 2 years of relevant work experience, preferably in the area of sexual and reproductive health, family planning and youth participation at national levels.

Language Skills

- English (Mandatory) , Level - Fluent

Area of Expertise

- Development programme/project administration Mandatory
- Monitoring and evaluation Mandatory
- Other health related experience Mandatory

Area of Expertise Requirement

- Knowledge of sexual and reproductive health and rights, comprehensive sexuality education, and youth development, is required;
- Familiarity with programme management, previous experiences of international programme management would be highly preferred;
- Familiarity with international development programs, in particular in the area of sexual and reproductive health and rights, and youth participation;
- Ability to work closely with Chinese officials, governmental and non-governmental institutions, and the private sector;
- Strong oral and written communication and presentation skills,
- Good interpersonal skills and team spirit and strong relationship building skills with internal and external counterparts;

- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change and ability to manage complexities.

Need Driving Licence No

Competencies & Values

- Accountability
- Planning and Organizing
- 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>

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 CHNR000118-4940

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 China and legal residents in with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 17 July 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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