



**UN VOLUNTEER 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.

- 1. **Type of Assignment:** National UN Volunteer
- 2. **Type of Assignment Place:** Family Duty Station
- 3. **Assignment Title:** District Programme Coordinator
- 4. **Link with Strategic Framework:** Access to basic Social Services
- 5. **Duty Station, Country:** Ngororero District, Rwanda
- 6. **Duration (in months):** 12 months
- 7. **Expected Starting Date:** August 1<sup>st</sup>, 2016
- 8. **Host Agency/Host Institute:** United Nations Populations Fund (UNFPA) Rwanda.

**9. Organizational Context:**

UNFPA, the United Nations Population fund assistance to Rwanda began in 1975. The sixth country programme focused on Sexual reproductive health including ASH and FP; population and development; and advocacy and gender. Key results included: (a) developing and disseminating national policies and frameworks; (b) building the institutional capacity of the health sector; (c) increasing the access of youth to sexual and reproductive health services and information; (d) strengthening the capacity of public institutions to integrate population and development issues into national policies and frameworks; and (e) strengthening the capacity of community and faith-based organizations, parliamentarians and the media to address population and development issues. The programme supported successful income-generating activities to empower women and young people and to promote the use of basic social services.

Building on achievements attained during the previous programme and taking into account evaluation findings and lessons learned, the 7<sup>th</sup> Country Programme is built around four outputs which contribute directly to UNFPA Strategic plan outcomes and to UNDAP: (i) Community capacity to demand high quality health services at all levels is integrated; (ii) National and subnational capacity to provide high-quality, integrated health services is strengthened; (iii) High quality HIV prevention, treatment, care and support to Reproductive health services among pregnant women, children, youth and key populations is expanded; and (iv) The capacity of national institutions improved in the area of research, the generation and utilization of disaggregated data for participatory and evidence-based policy formulation, and planning at all levels

The 7<sup>th</sup> Country programme endeavours to address the following population, development and health issues namely: (a) High maternal mortality, (b) high unmet need for FP among married women and unwanted pregnancies among adolescents and youth, (c) unequal use of and access to quality SRH services including HIV prevention services and information for vulnerable groups and young people, (d) high prevalence of HIV&AIDS among sex workers, (e) high prevalence of gender-based violence, particularly intimate partner violence, (f) weak M&E system at decentralised level, and last but not least (g) the issue of high population growth. This will be achieved through a mix of strategies and interventions. The programme is implemented at both central and decentralised level and covers five districts of the Western province with the overall goal of contributing to measurable improvements in women, adolescents and youth's health and well-being.

The current project called Women's Health Supply will contribute to build the capacity of the health providers to deliver high quality sexual and reproductive health services including reproductive health commodity security. It will also strengthen the capacity of health providers, district authorities, community leaders and civil society organisation to

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implement behaviour change interventions to create demand for family planning, antenatal care services and deliveries at health facilities, including among young and marginalised adolescents and women. The project will also support the implementation of the UN joint programme on “Strengthening human security by enhancing resilience to natural disasters and climate-related threats in Ngororero District”. Finally, this Project will coordinate/follow up of UNFPA funded activities in the District using Result Based Monitoring and Evaluation system.

## 10. Description of tasks:

Under the direct supervision of the Executive Secretary of the District of Ngororero as first level supervisor, and the of UNFPA Assistant Representative as second level supervisor, the national UN Volunteer will undertake the following tasks:

- To incite a better involvement of district authorities in the International Conference on Population and Development (ICPD) program of action
- To have the ICPD agenda included in district development plans
- To promote the district leadership in the implementation of the 7th Country Programme (2013-2018) between the UNFPA and the Government of Rwanda
- To incite a better monitoring and reporting of progress obtained in the implementation of district development plans and their linkages with the ICPD agenda, the SDGs and the EDPRS,
- To contribute to the development of UNFPA activities related to Reproductive Health, Population & Development and Gender in the districts,
- To seek for and establish synergies with other development partners present in the district
- To contribute to resources mobilization in order to better implement district development plans
- To ensure UNFPA participation in Joint Action Development Forum (JADF) and other District meetings related to UNFPA mandate
- To promote volunteering among local communities (especially the youth) in support of improved Reproductive Health and Rights services
- To share information, photographs from the field that could serve for storytelling and communication for results
- To conduct field visits within the district to take stock and monitor activities within the District
- Support UNFPA’s humanitarian preparedness at the District level
- Support the launch and implementation of the UN joint programme on *Strengthening human security by enhancing resilience to natural disasters and climate-related threats in Ngororero District through effective partnership coordination, planning, monitoring and implementation*

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.

## 11. Results/Expected Outputs:

- UNFPA interventions are integrated in District plans
- Integrated package of RH, HIV, ARH and Gender including population issues are mainstreamed at decentralized level.
- UNFPA participation in Joint Action Development Forum (JADF) and other District meetings related to UNFPA mandate is ensured.
- Monthly, quarterly and annual technical and financial reports are submitted on time
- UNFPA and UN family visibility at the decentralized level is ensured
- The UN joint programme on human security is implemented

## 12. Qualifications/Requirements (including competencies, values and skills):

### A) Qualifications, skills, experience:

**Degree level:** Bachelor’s degree

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A Master's degree would be an asset.

**Type of Degree**) in public health, sociology, economy, demography, or related field;

**Years of work experience:** 3 years working experience in the area of programme/project management;

**Language:** Fluency in written and spoken English and Kinyarwanda. Spoken French is an asset.

**Driving license:** Yes  
Or Motorcycle License.

**Computer skills:** Advanced computers skills (word-processing/spreadsheets, PowerPoint);

Added to the above:

- Capacity for advocacy for population and development, Reproductive Health and gender issues,
- Capacity to conduct programs based on government/districts priorities based on results,
- Capacity to translate strategic objectives into results with indicators and targets at local level
- Capacity to monitor progress against indicators and targets at District level and take appropriate action
- Capacity to take initiatives and to anticipate,
- Very Good communication skills,
- Good knowledge of IT utilization: Microsoft Office
- Experience in working with multiple partner, and a passion for bringing about change to improve human capacity development;
- Capacity to transfer knowledge at District level;
- Ability to work in teams from a multidisciplinary and cultural background, as well as ability to work with rural (peasant) populations.

#### **B) Competencies and values:**

- **Integrity and professionalism:** demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
- **Accountability:** mature and responsible; ability to operate in compliance with organizational rules and regulations.
- **Commitment to continuous learning:** initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- **Planning and organizing:** effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.

#### **13. Living Conditions:**

The Republic of Rwanda is a small landlocked country in the Great Lakes region of east-central Africa, bordered by Uganda, Burundi, the Democratic Republic of the Congo and Tanzania. With almost 10 million people, Rwanda supports the densest population in continental Africa most of whom engages in subsistence agriculture and 3/4 of the population live below the international poverty line of US\$1.25 a day. Rwanda is a verdant country of fertile and hilly terrain and bears the title "Land of a Thousand Hills"

The country has received considerable international attention due to its 1994 genocide, in which between 800,000 and one million people were killed. In 2008, Rwanda became the first country in history to elect a national legislature in which a majority of members were women. The country now has many international visitors and is regarded as a safer place for tourists.

The principal form of public transport in the country is share taxi, with express routes linking the major cities and local services serving most villages along the main roads of the country.

A valid passport with visa is mandatory. In view of the bilateral agreements, nationals of the following countries may visit Rwanda without visa for a period up to 90 days: USA, UK, Germany, Canada, Uganda, Tanzania, Kenya, Burundi,

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Democratic Republic of Congo, Sweden, Mauritius, South Africa and Hong Kong. Visas can be applied online at [www.migration.gov.rw](http://www.migration.gov.rw)

A certificate of yellow-fever vaccination is required. Much of Rwanda lies at too high an elevation for malaria to be a major concern, but the disease is present and prophylactic drugs are strongly recommended. It is advisable not to drink tap water. Bottled mineral water can be bought in all towns. Hospitals are located in all major towns. There is also the UN Dispensary that can provide 1st aid assistance and guidance.

A combination of tropical location and high altitude ensures that most of Rwanda has a temperate year-round climate. Temperatures rarely stray above 30 degrees Celsius by day or below 15 degrees Celsius at night throughout the year. The exceptions are the chilly upper slopes of the Virunga Mountains, and the hot low-lying Tanzania border area protected in Akagera National Park. Throughout the country, seasonal variations in temperature are relatively insignificant. Most parts of the country receive in excess of 1,000mm of precipitation annually, with the driest months being July to September and the wettest February to May.

The unit of currency is the Rwanda francs. The US dollar is the hard currency of preference. It may be impossible to exchange travellers' cheques away from the capital. Credit cards are usually only accepted at the major hotels in Kigali. In addition to the Kinyarwanda, French and English are the major spoken languages.

#### **14. Conditions of Service for national UN Volunteers:**

Contract is issued for 6 months at a time (renewable depending on mandate, availability of funding, operational necessity and/or satisfactory performance). However, there is no expectancy of renewal of the assignment (nor of conversion into any other type of appointment), in accordance with art. 5.4 UNV COS.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event duty station is not within commuting distance from the place of recruitment. A Volunteer Living Allowance (VLA) of 542,250 RWF 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.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

#### **15. Application**

Detailed *curriculum vitae* and *letter of motivation* (1 page) should be sent to [recruitment.rw@undp.org](mailto:recruitment.rw@undp.org) up to 20<sup>th</sup> **July 2016**, quoting reference "UNV District Program Coordinator".

*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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