

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

PANR000156--UNV Planning Officer

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	Panama
Host Institute	United Nations Children's Fund
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	01-03-2019
Duty Station	Panama City [PAN]
Assignment Place	Family Duty Station
Assignment Place Remark	
Living Conditions	

Living conditions in Panama are good. There is no immediate threat of violence and the situation in the country is peaceful. At times demonstrations are held related mainly to labor disputes or other local issues, typically non-violent. Politically motivated violence in Panama is not a problem, as neither are recognized domestic terrorist organizations.

Crime: Panama is relatively safe compared to North and Central Latin American Countries. Although the areas of high crime are concentrated in the bigger cities, these are limited to specific spots.

Traffic safety and road conditions: Panama's roads, traffic and transportation systems are generally safe. Driving is often hazardous and demanding due to dense traffic, undisciplined driving habits, poorly maintained streets, and a lack of effective signs and traffic signals. Traffic accidents are a

potential security issue. On roads where, poor lighting and driving conditions prevail, night driving is difficult and should be approached with caution.

Climate: Panama has a tropical climate. Temperatures are uniformly high—as is the relative humidity—and there is little seasonal variation. Diurnal ranges are low; on a typical dry-season day in the capital city, the early morning minimum may be 24 °C and the afternoon maximum 30 °C. The temperature seldom exceeds 32 °C for more than a short time. Temperatures on the Pacific side of the isthmus are somewhat lower than on the Caribbean, and breezes tend to rise after dusk in most parts of the country.

Almost all of the rain falls during the rainy season, which is usually from April to December. Although rainy season thunderstorms are common, the country is outside of the hurricane belt.

Economy: In recent years, the Panamanian economy has been among the fastest growing and best managed in Latin America. However, like most countries in the region, Panama is feeling the impact of the global financial crisis, which threatens to undermine the social gains made in the past few years.

Despite Panama's status as an upper-middle income nation – as measured by per capita GDP – it remains a country of stark contrasts. Perpetuated by dramatic educational disparities, over one-third of Panama's population lived in poverty in 2008 and 14.4% in extreme poverty.

Assignment Details

Assignment Title UNV Planning Officer

Organizational Context & Project Description

The United Nations Children's Fund (UNICEF) - For 70 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

The UNV Planning Officer will support the Deputy Regional Director in the efficient management of the activities and in all critical aspects of work planning, office coordination and review of request for the management decisions.

Sustainable Development Goals 4. Quality Education

Task description

Under the direct supervision of the **Deputy Regional Director** the UN Volunteer will undertake the following tasks:

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W. www.unv.org

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

- Support the Deputy Regional Director in coordinating activities, performing research, and preparing briefings and position papers. Coordinate weekly meetings and conferences as may be required. Take notes to record discussions and prepare minutes and memoranda for the records. Maintain records and track the status of the Deputy Regional Director action items, including their calendars. Analyze and collect information in support of milestone activities. Produce a variety of substantive and/or routine documents, correspondence, letters etc.
- Make various administrative arrangements for the work of the Deputy Regional Director and other officials/visitors, including travel, appointments, meetings, official social events, press conferences and interviews. Coordinate the schedule of the Deputy Regional Director; arrange appointments, book meeting rooms, clear invoices for payments, produce/collect and disseminate documentation.
- Organise and maintain both the offices of the Deputy Regional Director, prioritizing communications, establishing office and file systems logging and tracking systems, mail and contact listing. Identify the need for equipment and supplies and establish and maintain collections of documentation, records and reports. Identify, request and screen materials for the collection. Conduct substantive searches and indexes materials.
- Provide high level administrative support by conducting research, preparing statistical reports, handling information requests and performing administrative functions such as preparing correspondences and drafting meeting minutes; receiving visitors; arranging conference calls; and scheduling meetings; including meetings of the senior management team. Acts as Secretary of the senior management team.
- Respond to a wide variety of general and substantive queries for information from internal clients, governmental and non-governmental partners. Screen requests, respond if possible or refer to a wide range of possible sources within and outside the country office.
- Select and compile background and briefing materials for meetings, travel, conferences, fundraising etc. for the need of the Deputy Regional Director and other officials as requested. Undertake topical research and compile information from multiple sources.

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

- Efficient management of the activities of Deputy Regional Director in all critical aspects of work planning, office coordination and review of request for the management decisions.
- Activities and priorities of the Deputy Regional Director coordinated and highlighted in discussion

with the Regional Office.

- 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 Bachelor degree or equivalent

Education - Additional Comments

University degree in Communication, Administration, Public Affairs, Social Sciences, International Relations, Public Administration, Law or other related discipline is required.

Required experience 24 months

Experience Remark

Minimum 2 years of professional work experience in administration, office management, external relations, public affairs or international development cooperation, preferable within a UN, national or an international organization, government or NGO. Prior experience of working in coordination and planning an asset.

Language Skills

- English (Mandatory) , Level - Fluent
- AND - Spanish (Mandatory) , Level - Working Knowledge

Area of Expertise

- Administration and administrative assistance Mandatory
- Knowledge management, archiving and documentation Mandatory

Area of Expertise Requirement

Computer skills: Advance use of MS Office Suite (Word, Excel and PowerPoint)

This is a professional position requiring extensive experience in administration and coordination with exceptional analytical and communication skills and the ability to effectively engage in a wide degree of creativity and latitude in developing and coordinating projects on behalf of/which the Deputy Regional Director.

This position performs professional and confidential special project functions and acts as a point of contact between Senior Management and staff or other stakeholders.

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The Planning Officer oversees and manages the flow and exchange of information, streamlines interactions with key constituents and facilitates initiatives on behalf of the front office.

It requires the use of considerable judgement and independent action and may include the delegation of work to others.

It also involves a high level of discretion and often requires the use and handling of confidential information.

Need Driving Licence No
Competencies & Values

- Accountability
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Knowledge Sharing
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

Condition of Service [Click here to view Conditions of Service](#)

Conditions of Service for International Specialist:

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.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,602. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

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

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 PANR000156-3684

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.

Application deadline: 19 February 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.