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:** Programme Officer

**UN Host Entity: UNDP**

**Country of assignment: SOUTH AFRICA**

**Duty station: PRETORIA**

**Family / non-family duty station:** Family Duty Station

**Volunteer category:** International UN University Volunteer

**Duration: 6** months

**Expected starting date:** November/December 2023

**Sustainable** **Development** **Goal:** Choose an item.

**Details**

**Organization mission and objectives**

UNDP’s mandate is to end poverty, build democratic governance, rule of law, and inclusive institutions. We advocate for change, and connect countries to knowledge, experience and resources to help people build a better life. As the United Nations lead agency on international development, UNDP works in 170 countries and territories to eradicate poverty and reduce inequality. The organisations assists countries to develop policies, leadership skills, partnering abilities, institutional capabilities, and to build resilience to achieve the Sustainable Development Goals. Our work is concentrated in three focus areas; sustainable development, democratic governance and peace building, and climate and disaster resilience.

**Assignment context**

The Inclusive Growth portfolio of the South Africa country office supports government in the implementation of the National Development Plan, focusing on supporting the development and implementation of national policies that enhance resilience of the economy, promoting inclusivity and equality, create decent jobs, improve the livelihoods for all citizens. Country office projects prioritise marginalised groups such as women and youth, and focus on supporting job creation, digitalization, green development agenda such as Just Energy Transition and social protection. The UNV will support in particular the implementation of the Digital Skills Project as well as the Inclusive Just Energy Transition Project. Working under the supervision of the programme manager, the intern will also support, assist and participate in activities linked to programme management, which include concept document development, implementation oversight, stakeholder consultations and monitoring and evaluation.

**Task description**

Under the direct supervision of **Phumla Hlati, Programme Manager: Inclusive Growth,** the UN University Volunteer will undertake the following tasks:

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| **1. Participate in, support and contribute to the effective management of the CO inclusive growth programme, from formulation to implementation of initiatives, focusing on:*** Application of conceptual models in support of project design.
* Design and formulation of programme priorities into local interventions, ensuring alignment, coordination with government priorities.
* Analysis of reports submitted by implementing partners.
* Preparation of inputs for reporting, including donor reporting
* Completion of required monthly and quarterly reports;
* Project visibility campaigns
* Monitor progress against the approved work-plan and budget
* Develop Terms of Reference for consultants
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| **2. Support, participate in, and contribute to the formation of strategic partnerships and implementation of the resource mobilization strategy:*** Identify funding opportunities for ongoing and new projects.
* Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new projects, active contribution to the overall office effort in resource mobilization.
* Implements CO partnerships and resource mobilization strategy to achieve programme outcomes.
* Identify and supports development of national partnerships for service provision to projects in areas such as monitoring, training, and others.
* Represent the inclusive growth unit and the UNDP country office at internal external meetings, respectively.
* Supporting preparation of UNDP partnership agreements
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| **3. Assist with and contribute to knowledge building and enable/support communication and M&E in the portfolio:*** Identification and synthesis of best practices
* Sound contributions to knowledge networks and communities of practice.
* Communicate the work of the portfolio through the UNDP website, social media and blogs.
* Support content development for capacity development initiatives.
* Support the capturing of results and impact of programme interventions.
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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

**Area(s) of expertise:** Currently studying towards a degree in Project Management or Development Studies or Economics or International Development or other relevant field.

[The University modality specifically targets students enrolled in a University with no or little experience.]

**Skills and experience description**

* Demonstrated interest and/or experience in economic development/ poverty and inequality/ gender equality/ innovation/ digitalisation/ social protection/ green economy / youth development /entrepreneurship
* Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
* Report Writing Ability to prepare quality report
* Research (General) Knowledge of analytical tools, market research and methods for undertaking substantive research on various policy related issues
* Data Analysis and Visualization Ability to evaluate, transform and model data to derive relevant findings- undertake & provide analysis of data to assess Org performance and or global trends

**Language skills**

Englishmandatory [x]  optional [ ]

 basic [ ]  fair [ ]  working knowledge [ ]  fluent [x]  mother tongue [ ]

     mandatory [ ]  optional [ ]

 basic [ ]  fair [ ]  working knowledge [ ]  fluent [ ]  mother tongue [ ]

     mandatory [ ]  optional [ ]

 basic [ ]  fair [ ]  working knowledge [ ]  fluent [ ]  mother tongue [ ]

**Competencies and Values**

[ ]  Accountability

[x]  Adaptability and Flexibility

[ ]  Building Trust

[x]  Client Orientation

[x]  Commitment and Motivation

[ ]  Commitment to Continuous Learning

[x]  Communication

[x]  Creativity

[ ]  Empowering Others

[ ]  Ethics and Values

[ ]  Integrity

[ ]  Judgement and Decision-making

[x]  Knowledge Sharing

[ ]  Leadership

[ ]  Managing Performance

[x]  Planning and Organizing

[x]  Professionalism

[x]  Respect for Diversity

[x]  Self-Management

[x]  Technological Awareness

[ ]  Vision

[x]  Working in Teams

**Driving license needed: No**

**Living conditions**

The World Bank classifies South Africa as an upper-middle-income economy, one of only eight such countries in Africa.. Yet the country is currently ranked just 109th out of 191 countries on the United Nations Human Development Index (HDI). [South Africa](https://en.wikipedia.org/wiki/South_Africa%22%20%5Co%20%22South%20Africa) is a developing country

The country is diverse in all possible aspects, from language to religion, owing to the many, many ethnicities unified in this nation. In South Africa, you can find some of the most “westernized”, wealthy, and progressive facets of the African continent, but also some of its most dire problems.  The Economy of South Africa is the [third largest](https://en.wikipedia.org/wiki/List_of_countries_by_GDP_%28nominal%29%22%20%5Co%20%22List%20of%20countries%20by%20GDP%20%28nominal%29) in [Africa](https://en.wikipedia.org/wiki/Africa%22%20%5Co%20%22Africa) and the most industrialized, technologically advanced, and diversified economy in Africa overall. [[1]](#footnote-0)South Africa remains a dual economy with one of the highest and most persistent inequality rates in the world, with a consumption expenditure Gini coefficient of 0.67 in 2018. High inequality is perpetuated by a legacy of exclusion and the nature of economic growth, which is not pro-poor and does not generate sufficient jobs. The South African economy was already in a weak position when it entered the pandemic after a decade of low growth, expanding only by an average 1% percent between 2012 and 2021, leading to [[2]](#footnote-1)a contraction of income per capita of 5.6% during this period. Longstanding structural constraints, such as electricity shortages, continue to be binding. [[3]](#footnote-2)South Africa experiences regular power outages known as “load-shedding.”  According the United Nations Department of Safety and Security (UNDSS) Travel Advisory: for South Africa, security situation in South Africa demands constant vigilance. Health hazards are: HIV - throughout the country; malaria - mainly in Limpopo, Mpumalanga and Kwazulu-Natal provinces

**Name of Hiring Manager:** Phumla Hlati

**Title, Department:** Programme Manager: Portfolio Head: Inclusive Growth; Inclusive Growth Portfolio

**Email of hiring manager:** Phumla.hlati@undp.org

**Name of supervisor:** Phumla Hlati

**Title, Department:** Portfolio Head: Inclusive Growth; Inclusive Growth Portfolio

**Email of supervisor:** Phumla.hlati@undp.org

1. https://en.wikipedia.org/wiki/Economy\_of\_South\_Africa [↑](#footnote-ref-0)
2. https://www.internations.org/south-africa-expats/guide/living-short [↑](#footnote-ref-1)
3. https://www.worldbank.org/en/country/southafrica/overview [↑](#footnote-ref-2)