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| <b>JOB TITLE:</b> <u>Programme Officer (Volunteers)</u><br><b>JOB LEVEL:</b> <u>NOA</u><br><b>LOCATION:</b> <u>UNICEF Kyrgyzstan Country Office</u> |  |
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### **PURPOSE OF THE JOB**

UNICEF launched the Global Volunteer Initiative in January 2018 with the mandate to build or scale volunteer programmes with the acknowledgement of the potential of people power. The main goal of the Volunteer Initiative, Our UNICEF, is to promote the participation of young people in volunteering activities by providing them with the opportunity to engage in UNICEF's action to protect children's rights and wellbeing.

In 2018, following the global initiative OUR UNICEF, Kyrgyzstan Country Office launched a pilot project to engage university students as volunteers in supporting the Safe Schools programme in Kyrgyzstan. The project involved 40 student volunteers to participate in raising awareness of Disaster Risk Reduction (DRR) practices and equipping children through disaster preparedness and emergency simulation exercises (e.g. fire drill, earthquake, flood) in schools. The project contributed to improving of schools' understanding and capacity to mitigate disaster risks and reducing losses of life, leading to better fulfilment of the rights of children living in disaster prone areas.

In 2019, UNICEF Kyrgyzstan scaled up the projects, reaching the number of 300 Volunteers.

In 2020, the programme continued building on the volunteer's capacity to amplify UNICEF's advocacy efforts and contribute to raising awareness on child rights issues in the country, while also contributing to social and behavioural change.

The Programme Officer (Volunteers) will be in charge of coordinating and mobilizing UNICEF Volunteers, under the supervision of the Communication Specialist. Under the guidance of the supervisor, the Programme Officer provides professional technical assistance and support for Volunteers programme design, planning and implementation, management and evaluation of programme/project activities,

### **KEY END-RESULTS EXPECTED**

- 1. Technical contribution to and participation in effective knowledge management made to strengthen UNICEF Volunteers programme management and activities, including data collection, analysis, and information sharing/exchanges.**
- 2. Effective monitoring system administered and analysis of country level socio-political-economic trends and their implications provided for the identification of critical programme intervention point and measures; changes in programme work plans and recommendations drafted or prepared as required.**
- 3. UNICEF Volunteers Programme funds effectively monitored for optimum use.**
- 4. UNICEF Volunteers Programme monitoring and evaluations effectively conducted to improve programme performance, and programme status reports timely prepared.**
- 5. Technical support and assistance provided to elevate the quality of rights-based projects /programmes, and add coherence, synergy and value to project management process by using results-based management.**
- 6. Contribution and support provided to build and reinforce commitment and institutional capacities of the national and local partners related to the UNICEF Volunteers Programme.**

- 7. Rights perspective and advocacy at the community and family levels incorporated in policy analysis for establishing and elevating UNICEF's credibility in policy debates.**
- 8. Technical support and assistance provided to enhance effective communication and networking through partnership and collaboration.**

## **KEY ACCOUNTABILITIES and DUTIES & TASKS**

*Within the delegated authority and the given organizational set-up, the incumbent may be responsible for all or most of the following areas of major duties and key end results.*

### **1. Knowledge Management for UNICEF Volunteers Programme**

Contribute to UNICEF Volunteers programme by supporting knowledge management through providing professional assistance in data collection and analysis, complete and accurate reporting as well as participation in the Programme Knowledge Network system of "lessons learned" and other corporate-level databases.

Participate in information exchange with partners as well as in the development of training and orientation material by providing professional technical assistance.

### **2. UNICEF Volunteers Programme Development and Management**

Provide professional technical assistance in the preparation of the Situation Analysis for UNICEF Volunteers programme development and management by collecting and analyzing data and monitoring implementation progress. Contribute to the identification of critical intervention points and measures by administering a consistent and transparent monitoring system; analyse country level socio-political-economic trends and their implications for ongoing programmes and projects. Draft or prepare programme work plans as required. Propose adjustments/changes in work plans. Propose programme recommendations for inclusion in formal programme documentation, and new approaches, methods and practices for supervisor.

### **3. Optimum Use of UNICEF Volunteers Programme Funds**

Monitors UNICEF Volunteers programme implementation progress and compliance. Monitors the allocation and disbursement of programme funds, making sure that funds are properly coordinated, monitored and liquidated. Takes appropriate recommendations or actions to optimize use of programme funds.

### **4. UNICEF Volunteers Programme Monitoring and Evaluations**

Undertakes field visits to monitor and assess UNICEF Volunteers programme implementation and decides on required corrective action.

Collaborate with partners to carry out a rigorous and transparent approach to evaluation and participate in the major programme evaluation exercises in consultation with the Communication Specialist and others to improve efficiency and quality of programme delivery. Participate in annual sector review meetings with government counterparts. Collaborate and prepare annual program status reports in a timely manner, as required.

### **5. Rights-Based and Results-Based UNICEF Volunteers Programme Management Approach**

Support a rights-based programmes approach in the formulation of UNICEF Volunteers programme goals and objectives and development of strategies and implementation frameworks. Collaborate with partners and assist in the strengthening of quality child rights-based programmes through consistent and effective planning, design, implementation, monitoring and/or evaluation of programmes and projects. Contribute to coherence, synergy and added value to the programming planning and design processes using a results-based management approach to programme planning

and design.

Provide professional technical assistance in preparing viable recommendations on UNICEF Volunteers project implementation, alternative approaches, new initiatives and optimal utilization of resources that contribute effectively to the fulfilment of the rights of children and women.

#### **6. National and Local Capacity Building/Sustainability**

Provide government authorities with technical assistance and support in planning and organizing training programmes for the purpose of capacity building and programme sustainability.

Promote and maintain the building and reinforcing of the commitment and institutional capacities of the national and local partners by identifying these partners and partnerships and providing continuous support, coordination and collaboration for sustainability.

#### **7. Rights Perspective and Advocacy at the National, Community and Family Levels**

Analyze UNICEF Volunteers programme related issues and policies from a children's and women's rights perspective and advocacy at the community and family levels for elevating credibility in national policy debates. Promote the organization goals of UNICEF through active advocacy and communication.

#### **8. Partnership, Coordination and Collaboration.**

Facilitate partnership and collaboration with internal and external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate development data and information, exchange information on UNICEF Volunteers programme/project status and implementation and movement/distribution of supplies. Establish and maintain linkage to the Regional Programme Knowledge Network and to the Global Volunteers Office to ensure the availability of current and accurate programme data.

Collaborate with the Operations Section to establish and maintain sound internal controls supportive of programming endeavours and to coordinate financial and supply management requirements and accountability. Approve allocation and disbursement of funds ensuring they are properly coordinated, monitored and liquidated in accordance with the programme budget allotments (PBA).

Maintain close collaboration with Regional and HQ Advisers for overall coordination.

Provide professional support in the provision of technical advice, negotiation, advocacy and promotion of area/country level goals, leading to agreement on practicable and priority actions to be supported by the UNICEF programme.

### **JOB GRADE FACTORS**

#### **P1/NOA Grade**

- The nature of decision-making is primarily choosing methods of work and prioritizing project activities in accordance with the established workplan. Regularly make recommendations to the supervisor on appropriate courses of action regarding project adjustments
- The impact of the actions affects the quality of services, efficiency of processing and delivery in support of a country programme.
- Work requires understanding of principles and technical knowledge, skills, acquired through formal training at the university level.
- Conduct research, data collection & analysis requiring analytical / conceptual thinking and organization skills at a professional level.
- The work requires evaluation and analysis of programme implementation, with basic professional technical input into programme design, implementation, evaluation, data analysis and progress reporting.

- Provide briefings, trainings, support and/or guidance to programme team and others, requiring communication and presentation skills, human relations skills and teamwork.
- The decisions and recommendations are primarily based on interpretation of rules, procedures and methods.
- Draft correspondence, reports for signature of supervisor, requiring professional writing and reporting skills.

## **Recruitment Qualifications**

### **• Education**

A university degree in one of the following fields is required: Social Sciences, International Relations, Government, Public Administration, Public Policy, Social Policy, Social Development, Community Development, or another relevant technical field.

### **• Experience**

A minimum of two years of relevant professional work experience is required.

Experience working with grassroots movements, preferably with Volunteers Programmes, is required.

Experience working for the UN system and international development partners is considered a distinctive advantage.

Background/familiarity with emergencies is considered as an asset.

### **• Language Requirements**

Fluency in English, Russian and Kyrgyz is required.

## **4. Competencies and level of proficiency required:**

### **i) Core Values**

- Care
- Respect
- Integrity
- Trust
- Accountability

### **ii) Core Competencies**

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with Others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

### **iii) Functional Competencies:**

- Analyzing (2)
- Applying technical expertise (2)
- Learning and researching (2)
- Planning and organizing (2)

## **5) Technical Knowledge**

### **i) Specific Technical Knowledge Required (for the Job)**

- Rights-based and Results-based approach and programming in UNICEF.
- UNICEF programme policy, procedures and guidelines in the Manual.

### **ii) Common Technical Knowledge Required (for the job group)**

- Methodology of programme/project management
- UNICEF programmatic goals, visions, positions, policies and strategies.
- Knowledge of global human rights issues, specifically relating to children and women, and the current UNICEF position and approaches.
- UNICEF policies and strategy to address on national and international issues, particularly relating to conflicts, natural disasters, and recovery.
- UNICEF emergency programme policies, goals, strategies and approaches.
- [Gender equality and diversity awareness](#)

### **iii) Technical Knowledge to be Acquired/Enhanced (for the Job)**

- UN policies and strategy to address international humanitarian issues and the responses.
- UN common approaches to programmatic issues and UNICEF positions
- UN security operations and guidelines.
- UNSECORD training for members of Security Management Team.