



## 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:** International UN Volunteer
- 2. Type of Assignment Place:** Family Duty Station
- 3. Assignment Title:** SDG Implementation Officer
- 4. Link with UNV Strategic Framework:** National capacity development through volunteer schemes
- 5. Duty Station, Country:** Ulaanbaatar, Mongolia
- 6. Duration (in months):** 12 months
- 7. Expected Starting Date:** February/ March 2017
- 8. Host Agency/Host Institute:** UNDP (United Nations Development Programme), Country Office (CO) Mongolia

### 9. Organizational Context/Project:

The United Nations Development Programme (UNDP) is the UN's global development network, working in 177 countries and territories. UNDP opened its representative office in Ulaanbaatar in 1973 after more than a decade of successful cooperation with Mongolia. Ever since, UNDP has worked for equitable and sustainable development for the benefit of all Mongolians. UNDP is committed to helping the Government and the people of Mongolia to achieve 17 Sustainable Development Goals as well as other national development priorities. Our focus in Mongolia is on a) reducing poverty and ine-

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quality on the one hand, and b) reducing vulnerabilities of people caused by environmental degradation, climate change or exclusion from decision making on the other hand. We aim to do so using a whole-of-government and society approach in line with the 2030 Sustainable Development Agenda principle of 'leaving no one behind'.

UNDP is expected to commence its new 5-year Country Program in Mongolia on 1 January 2017. The main objective of the Country Program is to support Mongolia in transforming an enormous development potential of its vast mineral wealth into inclusive and sustainable growth and development. This issue is also at the core of the Mongolia Sustainable Development Vision 2030 and the 2030 Sustainable Development Agenda. In accordance with the 2030 Sustainable Development Agenda principle of 'leaving no one behind', UNDP aims to apply a whole of society approach to its Country Program implementation. To this end, UNDP will support the government of Mongolia and work with the wide range of partners in translating its Sustainable Development vision and the SDGs into concrete government policies, plans and budgets for actual implementation.

In line with this, UNDP Mongolia seeks to recruit an international UN Volunteer who will work as an SDG Implementation Officer. The UN Volunteer will provide review and analyse current policies, strategies and sectoral plans and work on the integration of the SDGs into the government planning documents, both at national and sub-national levels. Furthermore, the SDG Implementation Officer will carry out analysis of the policy trade-offs aiming to reconcile three sustainable development pillars (economic, social and environmental), their implications and medium- to long-term effects. In this specific assignment, the UN Volunteer will work closely with all UNDP country office colleagues, with the other UN agencies, with International Financial Institutions and other development partners as well as with the government of Mongolia.

## 10. Description of tasks:

Under the direct supervision of UNDP Deputy Resident Representative, the UN Volunteer will undertake the following tasks:

- Keep abreast of the economic situation and changes in Mongolia and analyse them for their impact on the social and environmental sectors;
- Engage with the government and National Statistical Office in the localization of the SDG indicators and targets;
- Prepare background analysis and policy briefs to inform SDG target setting in Mongolia and consultations with technical experts as well as other relevant partners (CSOs, private sector, local governments, etc.);
- Contribute to the development of the project interventions aiming to accelerate achievement of the selected SDG targets either at the national or local levels;
- Identify opportunities for UNDP technical advice regarding the SDG localization and support to Mongolia; and develop concept notes in this regard, containing but not limited to, the SDG data collection and monitoring, utilisation of big data and citi-

zens-generated data for the SDG monitoring, overcoming SDG indicator data gaps as relevant, financing and partnerships for SDGs;

- Assist in coordinating and delivering dialogues, workshops and conferences related to SDGs and human development;
- Engage with development partners around SDG roll out, implementation and dialogues as necessary;
- Act as a focal point for UNDP in partnership engagements with the development partners and International Financial Institutions (e.g. Asian Development Bank, World Bank Group, European Bank for Reconstruction and Development), national financial institutions (e.g. Mongolian Development Bank, Ministry of Finance, Mongolian Central Bank) and CSOs supporting implementation of SDGs in Mongolia.

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:

- Regular updates to CO management team on progress in the roll out and implementation of SDGs in Mongolia;
- Provision of SDG-related analysis into ongoing projects;
- Development of concept notes and briefs as applicable and guided by senior management;
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment

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- 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

## **12. Qualifications/Requirements:**

### **A) Qualifications, skills, experience:**

**Degree level:** Master's degree

**Type of Degree:** Internationally recognized post-graduate (Masters) level degree in Economics or other similar degrees

### **Years of work experience:**

- At least 2 years of practical work experience in providing economic and/or policy analysis;
- Excellent analytical and data collection skills and demonstrated ability to produce knowledge products;
- Good grasp of sustainable development issues in Asia and transition economies;
- Ideally knowledge of the extractive industries sector and its economic, social and environmental implications;
- Excellent interpersonal skills and demonstrated aptitude to work in an international, multicultural and collaborative environment;

**Language (s),** Fluency in oral and written English;

**Driving license required: not applicable**

### **Computer skills:**

- Competent in the use of standard office tools (Word, Excel, Power Point).

### **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.
- **Teamwork and respect for diversity:** ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- **Communication:** proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups;
- **Flexibility, adaptability, and ability and willingness to operate independently** in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;
- **Genuine commitment towards the principles of voluntary engagement**, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

### 13. Living Conditions:

Mongolia is located in the heart of the Asian continent and covers an area of 1,566,500 square kilometers. Mongolia's climate is extreme continental - an extreme climate with seven to nine months where the mean temperature remains below freezing point. Higher temperatures occur for two or three months in summer. The winter months begin from October and last until mid-April. The coldest months are from mid-December to the end of February or mid-March when the temperature drops to below zero to minus 20 degrees centigrade and occasionally even lower. The spring is usually characterized by violent dust storms, gusty winds and constant changes in pressure. Social, economic and health situation are the main factors that affect the security situation in Mongolia while it is generally a peaceful country without any security phase.

Ulaanbaatar, the capital of Mongolia, has an official population of about 850 thousand accounting for more than one third of the country's population. Unofficially the population is higher with growing urban poverty. The official language,

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Mongolian, is spoken and understood throughout the country, while Kazakh is spoken by a minority in Western Mongolia. Russian is extensively spoken and English is becoming more popular in urban areas. Ulaanbaatar has fairly good international flight and train connections. With regular flights every day operated by four different airlines, travel by air is the most convenient and fastest means of travel to and from Ulaanbaatar. The Trans-Siberian and Trans-Mongolian trains connect Ulaanbaatar with Europe and Asia. All important locations in the country are accessible by air and road.

There are no immunization and or vaccination requirements for people entering Mongolia. International telephone, internet and fax services work well in Ulaanbaatar. There are several cellular telephone operator companies. Internet service is very popular in Ulaanbaatar at reasonable rates and wireless facilities are available in many locations.

Foreigners can rent fully furnished apartments in any part of the city. Medical and dental services are available for international personnel in Ulaanbaatar. There is UN Dispensary at the UN House where most of UN Agencies are located including UNDP, UNV, UNICEF, UNFPA, ILO, FAO, IOM, UNAIDS and UNDSS. WHO is located outside UN House.

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

The duration of your assignment is 12 months.

A 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\$ 1,571. 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 example, if the PAM for the current month is 54.6%, then the VLA for that month will be  $(US\$ 1,571 \times 54,6 / 100) + 1,571 = US\$ 2,429$ . Moreover, a Family Allowance (FA) is added in accordance with the number of recognized dependents: US\$ 250 if the UN Volunteer has 1 recognized dependent, and US\$ 450 if the UN Volunteer has 2 or more recognized dependents. Accordingly, the VLA per month for October 2016 will be US\$ 2,124 for a volunteer without dependent; US\$ 2,373 for a volunteer with one recognized dependent and US\$ 2,573 for a volunteer with two or more recognized dependents.

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.

## 15. Application Procedure:

If you have not yet registered in the UNV database, please apply by registering your profile at <https://ereta.unv.org/html/index.php?module=myprofile>. Important: Once you have created your UNV account by validating your email address, please complete all sections of your profile.

Go to 'Special Recruitment' section on the left menu, click on the 'Edit' button and select the advertisement code "**16FFJPN\_MNGDP**" from the drop down list. Please do not forget to click the 'Update' button.

If you are registered in the UNV database, please update your profile at: <http://myprofile.unv.org> click on the 'Special Recruitment' option on the left menu, then click on the 'Edit' button and select the advertisement code "**16FFJPN\_MNGDP**".

**Application deadline is 15 December 2016.** Only short-listed candidates will be contacted.

**This assignment is funded by the Government of Japan, therefore only nationals from Japan are eligible to apply.** Please note that if you have previously served as a UN Volunteer (funded by JICA as a former *Japan Overseas Cooperation Volunteer*) you are not eligible to apply.