



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.

Country of Assignment: Indonesia

Agency Name: UNDP

General Description

Volunteer Category: International Youth

Number of Volunteers: 1

Duty Station: Jakarta, Indonesia

Duration: 1 year

Expected Starting Date: October 2020

Living Conditions:

The position will be based in the capital, Jakarta, where basic living needs, including accommodation, banking facilities, medical facilities and telecommunications/internet services are readily available. All staple foods can be found in the markets, e.g.: rice, meat, vegetables, fruit, cooking oil, salt, etc. Many imported goods are available in Jakarta and other places throughout Indonesia. Jakarta has many good restaurants with good health

standards and most guesthouses provide food. In Indonesia the most used means of transportation are taxi or local bus. Mobile phone is the most dependable tool to be in-touch with colleagues and friends. Internet service is readily available and affordable at most apartment complexes. ATMs are everywhere in Indonesia and Western cards can usually be used to withdraw Indonesian Rupiah.

Sustainable Development Goals: 17. Partnerships for the Goals

Need Driving License: **No**

Duty Station: [Family Duty Station

Assignment Remarks: UN Youth Volunteer assignments are always without family

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.

Assignment Details

Assignment Title: Project Implementation Support Officer for SDGs & Islamic Financing

Education

Required Degree Level: Bachelor's degree

Education: Development Studies / Economics / International Relations

Required Experience: 0 years

Experience Description:

- Demonstrated interest and/or experience (up to 2 years) in working with different stakeholders including government, private sectors, CSOs, youth organization etc.
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Good interpersonal, networking and communication skills
- Proactive attitude with capacity to propose new initiatives and think ‘outside the box’
- Good facilitation and moderation skills is desired
- Proven competency with standard computer applications (i.e. Word, Excel, PowerPoint, Outlook, Internet) and social media (i.e. Facebook, Twitter, Instagram and YouTube).
- Knowledge or experience in SDGs, public policy, development financing, innovative financing, green finance and climate action will be given preference.
- Familiarity / knowledge of Bahasa will be an asset

Learning Expectations

Learning and development are a central part of the UN Youth Volunteer’s assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer’s skills and competences, improve the quality of the assignment and keep the volunteer’s motivation high.

Learning elements for the UN Youth Volunteer include the development of:

- Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.
- Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.
- Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer’s assignment. The host agency will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

Language Skills:

English mandatory optional
working knowledge fluent

Bahasa mandatory optional
working knowledge fluent

Competencies and Values:

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- Working in Teams

Task description

Under the direct supervision of Head of Innovative Financing Lab and Islamic Finance Specialist, the UN Volunteer will undertake the following tasks:

Support for Project Implementation and Research

- Assist project overall implementation and monitoring
- Support hiring manager in implementation of strategies related to leveraging financing for SDGs, including Social and Innovative finance as well as Islamic and Development Financing;
- Provide support in organization of events/workshops/seminars, including preparation of TORs and development of meeting notes;

- Support in creation and maintenance of project database of meetings, workshops, seminars, trainings, etc;
- Create and maintain stakeholder's database;
- Provide technical assistance in research and information analysis on assigned topics/issues in relation to SDGs Financing;
- Actively support the project team in their efforts towards knowledge management and knowledge networking through writing articles, case studies, and other documents;
- Support knowledge building and knowledge sharing across the portfolio and ensuring effective cross-project, cross-unit, cross-office knowledge fertilization;
- Assist in the preparation of project reports for donors.

Support for Project Communication

- Assist in producing materials to communicate the work of the Innovative Financing Lab in various platforms of communication (press releases, newsletters, short story, brochure, leaflet, info graph, video, etc) for relevant stakeholders and counterparts;
- Support liaison with relevant partners and stakeholders in delivering the projects / initiatives.

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.

Results/Expected Outputs

- Effectively organized events/workshops/seminars and other outreach initiatives;
- Regular reports on progress and completion of activities assigned;
- Mission reports including activities, findings and recommendations;
- Project and stakeholder's database regularly updated and maintained;
- Contribution to the development of new pipelines;

- 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;
- 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.

Agency Details

Host Institute: Innovative Financing Lab, UNDP Indonesia

Organizational Context & Project Description:

In regard to the 2030 Agenda and the Sustainable Development Goals, it is a well-established fact that the achievement of the SDGs requires substantial financial and technical resources. The World Investment Report highlighted that the gap in financing for the SDGs in developing countries is currently estimated at US\$ 2.5 trillion every year. This is beyond the scope of individual governments or Official Development Assistance (ODA) and it requires a broader alliance of partners, new voices and new perspectives, including from both public and private sectors to jointly support development efforts.

In case of Indonesia, the government is strongly committed to implementing the SDGs and has integrated them into national development plans and processes, and its commitment to achieving them is reflected in the fact that it has institutionalized roles and responsibilities for their implementation at the country level through a Presidential Decree in 2017. A key challenge is to ensure that continued economic growth becomes more inclusive and 'greener' in order for it to also effectively support accelerated progress in social and environmental dimensions of sustainable development. A comprehensive strategy for mobilizing the public and private investments is also required.

UNDP is supporting government and partners to find innovative solutions to finance the SDGs. UNDP Indonesia established the Innovative Finance Lab (IFLab) in 2017 with the objective to unlock and leverage new finance to close the SDGs financing gap. IFLab is a dynamic new country platform for the SDGs. The Lab operates as a collaborative space for Government, the private sector, investors and entrepreneurs, religious organizations, civil society, other UN agencies and other interested stakeholders to engage and develop solutions for financing the SDGs. It maps and analyzes financing gaps and opportunities, co-designs and tests new financing solutions, helps to align investments with SDGs as well as measuring progress and evaluating impact. The IFLab has a growing Islamic Finance portfolio through initiatives on zakat, sukuk, and waqf.

The International UN Youth Volunteer will be posted in the IFLab office to support the implementation of the project, particularly for the Islamic financing component.

Conditions of Service:

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) per month and 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 (choose from the drop down menu the appropriate rate here): US\$1,305. The VLA base rate is a global rate, while the PAM is 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 also 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 the final repatriation travel (if applicable). A 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.

Disclaimer

The United Nations Volunteers programme (UNV) is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.