

UN VOLUNTEER 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. UNV Assignment Title:** Disaster Risk Reduction (DRR) and Second National Communication (SNC) Assistant (Post reference: MNE 12-074)
- 2. Type of Assignment:** National UN volunteer
- 3. Project Title:** Preparedness Planning and Second National Communication
- 4. Duration:** 12 months initial contract (with possibility of extension)
- 5. Location, Country:** Podgorica, Montenegro
- 6. Expected Starting Date:** November 1, 2012 / As soon as possible
- 7. Brief Project Description:**

Provide support to UNDP activities aimed at reducing disaster risks and in managing the Second National Communication Project in Montenegro; with special focus at implementation of vulnerability and adaptation component (climate change impact to water sector, forestry, agriculture, and coastal area).

The UNV would be involved for 60% of the time on Disaster Risk Reduction activities and the remaining 40% with the Second National Communication Project in Montenegro. This is an indicative distribution of workload and incorporates a needs based flexible timing.

▪ Disaster Risk Reduction

UNDP works closely with governments in high disaster-risk countries to build capacities at the national, sub-national and local levels for reducing disaster risk. In Montenegro the most prevalent natural hazards are earthquakes, large movements of rocky masses, floods, long-lasting extreme meteorological phenomena, avalanches, regional fires and landslides. The analysis of the last five years shows the increasing trend of frequency and intensity of extreme meteorological events in Montenegro. These include unprecedented levels of precipitation and increase of temperature during the winter time, which disables the rain to turn into the snow. The UNDP Country Office in Montenegro supports the Government of Montenegro to achieve a balanced regional growth and strengthen resilience to climate change. The office's portfolio includes interventions ranging from increasing resilience of ecosystems through strengthening capacities and catalyzing sustainable finance for effective management of protected areas, incentivizing investment in the renewable energy source of energy, creating green jobs and reducing emissions through improving energy efficiency in cultural heritage and public buildings, to diversifying nature-based tourism offer through

new product development and strengthening national and local capacities for risk identification and management, preparedness planning and streamlining of disaster risk reduction in strategic policies.

▪ **Second National Communication**

Enabling activities proposed by this project are related to preparation of the Second National Communication of Montenegro to the United Nations Framework Convention on Climate Change - UNFCCC. It includes measures such as planning and capacity building, institutional strengthening, training, public participation and targeted research in support to implementation of the UNFCCC principles and objectives.

This project aims to enable Montenegro to prepare, produce and disseminate its Second National Communication (SNC) to the Conference of the Parties (CoP) of the UN Framework Convention on Climate Change (UNFCCC) according to Decision 17/CP.8 and other guidance provided. The SNC will update and strengthen information provided regarding national circumstances, greenhouse gas inventories, climate change mitigation, vulnerability to climate change and steps taken to adapt to climate change, and information on public awareness, education, training, systematic research and observation, and technology transfer. The project will also increase the capacity to produce subsequent NCs that meet CoP guidelines and inform policies in Montenegro.

8. Host Agency/Host Institute: UNDP Country Office in Montenegro

9. Organizational Context: The volunteer will work within the UNDP Montenegro, Economy and Environment (E&E) Team, and under the direct supervision of SNC Programme Manager and close guidance of the National Disaster Reduction Advisor. The volunteer will contribute to implementation/delivery of different aspects of the Project. He/she will be in regular contact with the Government counterparts and other project partners and beneficiaries.

10. Type of Assignment Place: Family Duty Station

11. Description of tasks:

▪ **Disaster Risk Reduction**

Under the close guidance of National Disaster Reduction Advisor, the UN volunteer will undertake the following tasks:

Provide contribution to the work of Disaster Risk Reduction on various programmatic and technical aspects of the project, in particular:

- Networking and capacity development of local partners (municipalities, CSOs etc.) in particular related to preparedness planning at the local level and community based disaster management.
- Liaise with the Sector of Emergency Management focal points on a daily basis.

Provide contribution to the administrative, communication and organizational aspects of the Project through:

- Daily correspondence and communication with local and national level project partners;
- Arranging meetings, both internal and external, and take minutes / notes at meetings;
- Providing necessary translation of relevant documents into English or vice versa, when needed;
- Drafting and compiling minutes of the official meetings, as requested;
- If necessary, interpreting at seminars, presentations, interviews, meetings, public and other activities.
- Logistical support to the organization of events (workshops, seminars, study trips etc.);
- Dissemination of all relevant messages, statements, documents, information to the media/public.

▪ **Second National Communication**

Under the direct supervision of SNC Programme Manager, the UN volunteer will undertake the following tasks:

Provide support to the Programme Manager on all technical and programmatic aspects of the Programme, in particular:

- In coordinating activities with relevant national and local partners,
- Ensuring timely and successful implementation of all interventions/activities defined by the Project documents,
- Promoting networking and experience sharing between all relevant stakeholders.
- Regular monitoring of the relevant events and/or subject in the local media.
- Promoting projects visibility.

Provide contribution to the administrative, communication and organizational aspects of the Project through:

- Daily correspondence and communication with local and national level project partners;
- Arranging meetings, both internal and external, and take minutes / notes at meetings;
- Provide support to implementation of procurement related activities with UN/UNDP rules, regulations and policies.
- Monitor implementation progress and ensure quality and timely reporting to project partners.
- Logistical support to the organization of events (workshops, seminars, study trips etc.);
- Dissemination of all relevant messages, statements, documents, information to the media/public.
- Work with the Programme Manager on timely coordination and implementation of recruitment and deployment of experts to support project implementation.

Furthermore, UN volunteers are encouraged 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 IVD);
- 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.

12. Results/Expected Output:

- The incumbent will provide both support and assistance to the supervisors and to the office/team to ensure a smooth workflow and correct and timely implementation of the listed tasks. Subject to the nature of the task/assignment, he/she will work independently on routine tasks, while will follow instructions of the supervisor for more complex issues. The incumbent is also expected to take initiative and make recommendations within his/her sphere of

competence. The incumbent will liaise with other internal or external entities to ensure effective delivery of services. The incumbent must be able to deal with multiple tasks in a courteous and service oriented manner with often short deadlines, and fluctuating workload.

- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

13. Qualifications/Requirements:

- University degree in Political Science, Law, International Relations, Business Administration, Economics, or related field;
- Demonstrated interest and / or experience in disaster/climate risk reduction and climate change related work;
- Computer literacy, excellent ability to work with Microsoft Office;
- Fluency in English and Montenegrin with ability to draft documents in both languages;
- Detail-oriented with a strong capacity to organize and process statistical data and information;
- Applicants must have minimum 22 years of age.

14. Living Conditions:

1. National UN Volunteers are not paid a salary for their services. Instead, they are provided with a Volunteer Living Allowance, which is intended to cover their basic living expenses. The remuneration, which reflects the nature of the volunteer assignment and is established and paid in local currency, is determined on a country-by-country basis in accordance with the procedures of UNV.

2. UNV undertakes no liability for withholding or paying taxes, duties or other contributions paid or payable on behalf of the National UN Volunteer, the payment of which shall be the sole responsibility of the National UN Volunteer.

15. Conditions of Service

A 12-month contract, with possible extension by the end of 2013; volunteer living allowance (VLA) in the amount of **581 EUR** per month intended to cover housing, basic needs and utilities; settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

16. Application Procedure:

Interested applicants are requested to submit their applications to UNDP Office in Podgorica by e-mail to vacancy.me@undp.org by **October 16, 2012**.

The application should contain:

1. Duly completed **Personal History Form (P11)** can be downloaded from:
<http://www.undp.org.me/files/jobs/index.html>

2. Cover/Motivation Letter

Please indicate in the cover letter the post reference clearly, otherwise your application may not be considered. Applicants will be short-listed on the basis of their qualifications and work experience. Only short-listed candidates will be invited for an interview.