

**UN****Volunteers**

Os interessados deverão enviar CV para [Manon.Bernier@unvolunteers.org](mailto:Manon.Bernier@unvolunteers.org)  
até o dia 25 de fevereiro de 2008 (segunda).

***UNV Coordination Officer  
Terms of Reference***

**Duty station:** Uruguay  
**Duration:** 12 with possible extension

**UN in Uruguay (2007)**

The UN Volunteers programme is new in Uruguay. However, in conformity with the existing opportunities and the need for UNV assistance to the various community development activities carried out by the UN system, the Government, NGOs and bilateral donors, there is a remarkable potential for UN Volunteers' support. There is an unexplored scope for resource mobilization for volunteer actions and project activities in which UN Volunteers can play a pivotal role.

In response to the emerging priorities in the country, the UN agencies working in Uruguay<sup>1</sup> signed their United Nations Development Assistance Framework (UNDAF) with the Government. According to this document, the priorities of the UN programme in Uruguay for the years 2007 to 2010 have been structured around four main challenges: (1) "Achieve sustained and sustainable economic growth"; (2) "Reduce poverty (particularly among the youngest generations) and eradicate extreme poverty"; (3) "Reduce inequities (economic, social, territorial, inter-generational, gender, ethnic or other) from the outset and in terms of access to high quality social services"; (4) "Promote the enforcement of human rights and increase the quality of democracy, by enhancing civil, political and social citizenship." Within this framework, the UNCT is working closely under the supervision of the Resident Coordinator for the design of the One UN Programme and the development of several initiatives to support UNDAF implementation.

During the coming years, the UN Country Team expects to formulate and launch a number of new projects in these areas. These projects require high-level substantive contribution from the UN Country Office staff, hence the need for skilled, high caliber UNVPO with up-to-date experience and qualifications in key development related issues.

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<sup>1</sup> WB: World Bank, ECLAC: Economic Commission for Latin America and the Caribbean, FAO: Food and Agriculture Organization, IMF: International Monetary Fund, ILO/CINTERFOR: International Labour Organization/Inter-American Research and Documentation Centre on Vocational Training, PHO/WHO: Pan-American Health Organization/World Health Organization, UNIDO: United Nations Industrial Development Organization, UNDP: United Nations Development Programme, UNESCO: United Nations Educational, Scientific and Cultural Organization, UNFPA: United Nations Population Fund, UNICEF: United Nations International Children's Emergency Fund, IOM: The International Organization for Migration.

**United Nations Volunteers**

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UN Volunteers is administered by the United Nations Development Programme (UNDP)



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## UNV Coordinator Officer

The UNV Coordinator Officer, a UN Volunteer himself/herself, is central to the UNV programme at the country level. Being an integral part of the Programme Team of the United Nations Development Programme<sup>2</sup> (UNDP) and as head of the UNV Country Office Team, s/he reports to the Chief of Geographical Section at UNV Headquarters (UNV HQs), to whom s/he is ultimately responsible, through the Resident Representative of UNDP/United Nations Resident Coordinator.

This post is a United Nations Volunteers Programme Assignment and based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer. It makes important contributions, economically and socially. It contributes to creating social cohesion and capital, through helping to build trust and reciprocity among citizens.

The United Nations Volunteers is the UN Organization that supports sustainable human development globally through the promotion of volunteerism and mobilization of volunteers. It serves the causes of peace and development through enhancing opportunities for participation by all peoples. It is universal, inclusive and embraces volunteer actions in all its diversity.

Volunteerism is diverse and is embedded in all cultures and traditions. In this context, as a United Nations Volunteer the incumbent is encouraged and expected to relate to local volunteerism and to be identified with the concept. He/She is expected to uphold trust as volunteers among themselves and within the communities and the organization they are assigned to.

## UNV Coordination Officer Functional Responsibilities

Under the direction and overall guidance of the Resident Representative of UNDP/United Nations Resident Coordinator, the UNV is expected to perform the following functions:

### Promotion of volunteerism:

- ◆ Promote volunteerism and voluntary action within UNDP and the UN System, as well as at government, non-governmental and community levels;
- ◆ Support the process of building space for voluntary action as an important means to improving the effectiveness of technical cooperation;
- ◆ Encourage local and national structures in the promotion of volunteerism for sustainable human development;
- ◆ Pursue with the Government and national/local leaders the adoption of policies and legislation in support of volunteerism;
- ◆ Work with and further promote local practices of volunteering and people working together for building social capital, social inclusion, cohesion and solidarity.

<sup>2</sup> UNV Programme is administered by UNDP, both at the organizational and country levels.



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### **UNCT support:**

- ◆ Establish and maintain contact with other offices of the UN System in the country and in the region, as well as DGO at Headquarters
- ◆ Identify opportunities to integrate volunteerism as a development asset into joint programming efforts.
- ◆ Identify funding opportunities for new joint programmes related with the volunteerism and voluntary action.
- ◆ Support the implementation of joint initiatives established in the UNCT workplan related with the volunteerism and voluntary action.
- ◆ Provide support to meetings and workshops organized by the Resident Coordinator, UNCT, Heads of UN Agencies and Inter-Agency Thematic Group related with the volunteerism and voluntary action.
- ◆ Support the UNCT in developing a proposal for South-South Cooperation within the One UN Pilot.

### **UN Volunteer Assignment Planning and Management:**

- ◆ Assist agencies requesting the services of UN Volunteer(s) in the preparation of job descriptions, including carrying-out of baseline surveys at designated site locations etc.;
- ◆ Follow-up with relevant authorities on UN Volunteer candidates submitted for posts by UNV HQs;
- ◆ Prepare individual UN Volunteer assignments, including the provision of administrative support, budget provisions, training facilities, equipment, office-space etc.;
- ◆ Ensure maintenance of comprehensive updated records of the contractual status of all serving UN Volunteers and initiate timely action on decisions concerning post extensions, renewals and replacements;
- ◆ Ensure compliance of reporting requirements by the UN Volunteers as per advice of UNV HQs;
- ◆ Extend personal support and guidance to the UNVs in the country and build up a mutual support network.

### **Briefing and orientation:**

- ◆ Organize briefing, induction training and orientation to newly arrived UN Volunteers, with the involvement of UNDP Country Office, relevant government agencies, host agency and/or project authorities;
- ◆ Arrange periodic get-togethers and meetings among the UN Volunteers, as deemed necessary;
- ◆ Support the UN Volunteers in building professional competencies, for effective contribution to the country.



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### **Public relations and Recruitment Operations**

- ◆ Act as focal point for the preparation, co-ordination and dissemination of information materials related to the UNV and specific UNV activities for local and international media, UNV News, UN information services;
- ◆ Organize collaborative activities such as International Volunteer Day and other efforts with local and international volunteer agencies, in promoting volunteerism;
- ◆ Encourage networks and discussions among “returned” volunteers and utilize their knowledge and experience to facilitate the above activities;
- ◆ Undertake special recruitment drives as requested by UNV HQs and solicit applications from qualified candidates for UN Volunteer assignments elsewhere;
- ◆ Support in the recruitment process of candidates living in the country through organizing interviews, with the participation of UNDP, relevant UN Agencies and subject matter specialists, to assess their suitability for the UN Volunteer assignments; and with other administrative formalities, including pre-departure brief;
- ◆ Any other tasks as assigned by UNV HQs and/or the UNDP Resident Representative/United Nations Resident Coordinator;

### **Conditions of Service**

A 12 month assignment (with possibility of extension); volunteer living allowance (VLA) intended to cover basic needs, housing, utilities and residential security, as well as other entitlements including settling-in-grant; life, health, and permanent disability insurance; return airfares; resettlement allowance will be fully funded by the UNV.

### **Qualifications and experience required:**

Academic background: an advanced university degree preferably in social sciences or international relations/ development studies.

Work experience:

- Minimum five years in development-related field, in project management and programme development.
- Knowledge of the country socio-economic situation, cultural dimensions and political structure;
- Knowledge of the UN system and particularly UN-managed programmes/projects is favourable.

Language skills: fluency in Spanish and English.

Other skills: Computer literate (MS-Office/ Internet), strong interpersonal skills, among others strong advocacy, negotiation and conflict management skills, team-building and high degree of personal initiative.

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