



## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

**Id** 1754986888596736

**VMAM Id** 1754986888596736

**Opportunity Type (Online/Onsite)** Onsite

**Opportunity Title** Community Facilitator

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

<b>Host Entity</b>	UNDP
<b>Country of Assignment</b>	Myanmar
<b>Duty station</b>	Chaungzon, Chaungzon,
<b>Volunteer Category</b>	National UN Community Volunteer
<b>Number of UN Volunteers</b>	2
<b>Duration</b>	6m
<b>Possibility of Extension</b>	Yes
<b>Expected Start Date</b>	07/01/2024
<b>Sustainable Development Goal</b>	1. No poverty
<b>Disabilities</b>	No

### DOA Details

#### Organisation mission and objectives

UNDP has been providing development assistance to the people of Myanmar since the 1950s. UNDP operated under a restricted mandate from 1993 until 2012 implementing the Human Development Initiative programme which provided assistance directly to communities and individuals for improving their lives and livelihoods. In 2013, UNDP began working through two country programmes, and between 2018 and 2020 the focus shifted to direct support to the Myanmar Government. Following the military takeover in 2021, UNDP Myanmar pivoted to directly target the extremely vulnerable by meeting their basic needs and supporting community recovery, through the Community First Programme: 2021-2023. UNDP Myanmar will expand operations from 57 to 77 townships across Myanmar, including in Rakhine, and areas controlled by SAC, EAOs and those under mixed control. We have an extensive presence with 4 field offices covering 11 states and regions, with offices in Mon State - covering Mon and the southeastern regions including Bago - and Kachin and Shan states. UNDP also has a field office in Rakhine State and a sub-office in northern Rakhine. UNDP Myanmar works with an extensive network of local CSO, CBO, grassroots partners and community leaders established by UNDP under the Human Development Initiative which started in 1993. These networks remain operational, and UNDP has been able to quickly connect and deliver support through them despite rapid changes in Myanmar's political and social landscape.

**Assignment context** Non-family duty station

**Task description** Under the direct supervision of Head of Shan Field Office and day to day supervision of Township Coordinator, the UN Community Volunteer will: • Community mobilization and facilitation effective identification of communities where project activities should be prioritized in keeping with ENCORE's implementation guidelines • Support the formation and the associated capacity building and training of the village/village tract project committees • Engage and coordinate with local authorities, communities' representative and communities to identify CFW and start up livelihood assistance packages (using ENCORE phase 2 implementation guidelines) • Facilitate the community consultation for various assessments on vulnerability, capabilities, preparation of community profiles, community work plan and implementation • Any other related tasks as may be required or assigned by the supervisor.

## Eligibility Criteria

**Age** 18-80  
**Nationality** NATIONAL  
**Additional eligibility criteria**

## DOA Requirements

### DOA Requirements

**Required education level** Secondary education  
**Area(s) of specialisation** Familiarity and good understanding of community-based development work, previous experience in the implementation of livelihoods is preferable

### Required experience

**Required experience** 0  
**Required skills and experience** Voluntary service, community engagement or work experience can be considered in lieu of any formal education; • Familiarity and good understanding of community-based development work, previous experience in the implementation of livelihoods is preferable • At least 2 years of relevant work experience in Myanmar and in Shan State in particular • Good communication skills.

## Language

Language	Language skills	Language requirement
Burmese	Mother tongue	Yes

### Area of Expertise

- Community development

**Driving  
license  
required**

No

**Type of  
driving  
licenses**

## **Competencies and values**

- Professionalism: demonstrated understanding of operations relevant to UNDP; technical capabilities or knowledge relevant or transferrable to UNDP procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
- Integrity: demonstrate the values and ethical standards of the UN and UNDP in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization's interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority;
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;
- 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;
- 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; capacity to transfer information and knowledge to a wide range of different target groups;
- Flexibility: adaptability and ability to live and work in potentially hazardous and remote conditions, involving physical hardship and little comfort; to operate independently in austere environments for protracted periods; willingness to travel within the area of operations and to transfer to other duty stations within the area of operations as necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards UNDP's mission and vision, as well as to the UN Core Values.

**Other information****Living conditions and other remarks**

The duration of the assignment is indicated above with the possibility of extension subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment. The current Conditions of Service for national UN Volunteers will apply to UN Community Volunteers as an interim measure until a full review of the national Conditions of Service is undertaken, with the following modifications as per Interim Policy Note on UN Community Volunteers. UN Community Volunteers are expected to be recruited locally and work within their community, they are therefore not expected to travel to the duty station and are not eligible for a settling in grant. In addition, UN Community Volunteers should not require reintegration back into their locales upon completion of their service. Therefore, there is no entitlement to a resettlement allowance. The applicable volunteer living allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included. Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) will be provided monthly.

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