UNV VOLUNTEER TERMS OF REFERENCE

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, UNV 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, UNV 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 UNV volunteers even more rewarding and productive.

1. UNV Assignment Title: National UNV volunteer Specialist in Administration and Translation

2. Type of assignment: National UNV volunteer

3. Project Title: MAKING THE LINK: THE CONNECTION AND SUSTAINABLE MANAGEMENT OF KON KA KINH NATIONAL PARK AND KON CHU RANG NATURE RESERVE (KKK-KCR)

4. Duration: 1 year

5. Location, Country: Pleiku City, Gia Lai Province, Vietnam

6. Expected starting date: December 2009

7. Brief Project Description: Gia Lai Provincial People’s Committee (GL PPC) is implementing KKK-KCR Project using National Execution (NEX) modality of UNDP. The KKK-KCR Project goal is long-term conservation of the unique biological attributes of the Central Annamites Priority Landscape. The project objective is to establish a foundation of support and management to maintain the biological integrity and connectivity of Kon Ka Kinh National Park and Kon Cha Rang Nature Reserve. The project has three outcomes:

8. Host Agency/Host Institute: Gia Lai Forest Protection Department

9. Organizational Context:

Kon Ka Kinh and Kon Chu Rang Nature Reserves (KKK NP and KCR NR) in north-eastern Gia Lai province, central Viet Nam. KKK NP and KCR NR are global priorities for biodiversity conservation because they support most of the unique biological attributes of the Central Annamites Priority Landscape, and some of the most intact faunal and floral communities remaining in Viet
Nam. The project area supports over 100,000 ha of natural forest across an altitudinal range from 500 to 1,748 m, including a large proportion of the forested catchments of the Ba and Con rivers.

10. Type of assignment place: assignment with family/without family (please choose)

11. Description of Duties:

Under overall supervision of National Project Director (NPD), the UNV Volunteer will work under the direct supervision of and provide support to the Project Manager (PM) in the discharge of his/her responsibilities in the overall management of the day-to-day activities of the project. The UNV Volunteer will work closely with the NPD, the PM, staff from the Project team and other international and national consultants. The main duties of the UNV are as follows:

- Administration.
- Interpretation/translation

- **A - Administration**
  1. Provide necessary assistance in the operational management of the project according to the project document and the NEX procedures.
  2. Draft correspondence on administrative and program matters pertaining to the Project Office responsibilities;
  3. Undertake all preparation work for procurement of office equipment, stationeries and support facilities as required;
  4. Undertake preparation for project events, including workshops, meetings (monthly, quarterly and annual), study tours, trainings, etc. This also includes preparation of background materials for use in discussions and briefing sessions on project matter;
  5. Logistical arrangements. This includes visa, transportation, hotel bookings for project staff, consultants and invited guests coming for project activities;
  6. Assist in preparation of project work plan and reports;
  7. Be responsible for project filing system. This includes setting up the filing, numbering and filing all incoming and outgoing correspondence.
  8. Prepare regular list of events for sharing of information within project staff and outside;
  9. Take care of project telephone, fax, and email system;
  10. Assist with project communication activities, including publications;
  11. Assist with preparation of TORs and contracts for consultants/experts for project activities;

- **B - Interpretation/Translation**
  1. Providing interpretation services to the project activities, including meetings, small-scale workshops, and relevant events;
  2. Acting as interpreter for NPD and international consultants;
  3. Translating project documents, materials, papers, letters etc. from Vietnamese into English and vice versa.

Furthermore, UNV volunteers are encouraged to:

- Strengthening their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking active part in UNV activities (for instance in events that mark IVD);
- Getting acquainted with and building on traditional and/or local forms of volunteerism in the host country;
• Reflecting on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
• Contributing articles/write-ups on field experiences and submitting them for UNV publications/websites, newsletters, press releases, etc.;
• Assisting with the UNV Buddy Programme for newly-arrived UNV volunteers;
• Promoting or advising local groups in the use of online volunteering, or encouraging relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

12. Results/Expected Output:
Outcome 1
Strengthened institutional capacity of Forest Protection Department (FPD) in areas of forest management and protection, with specific emphasis on areas within and adjacent to the KKK and KCR Nature Reserve.
Outcome 2
Increased awareness among local communities, key decision-makers, scientific community and donors to the unique conservation values of the project area, building long-term support for forest management and protection throughout the project area
Outcome 3
Sustainable forest management and forest management certification in Dakrong and Tram Lap State Forest Enterprises (SFEs), leading to the continued integrity of a forest corridor between KKK and KCR NRs

• A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.

13. Qualifications/Requirements:

- University degree in English language, administration or related fields;
- Knowledge of conservation/forestry management and experience in working with UN agencies and international organizations is an advantage.
- Good secretarial skills and good organizational capacity;
- Knowledge in administrative procedures of the Government
- Proof of Vietnamese Nationality is required

Competencies
Corporate Competencies:
  ○ Demonstrates commitment to UNDP’s mission, vision and values.
  ○ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
  ○ Commitment to the concept of volunteerism.

Functional Competencies
Communications and Networking
  • Has excellent oral communication skills.
  • Has excellent written communication skills, with ability to learn and understand technical issues.
  • Maturity and confidence in dealing with senior and high ranking members of national and international institutions, government and non-government.
Knowledge Management and Learning
- Shares knowledge and experience

Self-Management
- Focuses on result and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure

Computer skills
Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), Vietnamese software ABC; and special accounting software.

Language skills
Good command of both written and spoken English and at least 3 years of working experience communication/training officer or interpreter/translator for foreign funded environmental projects

14. Living Conditions: The post is based in Pleiku City, Gia Lai province with occasional travels to districts (when the STA or other foreign experts come to work). Gia Lai is located in the Central Highlands of Vietnam with very pleasant climate. The city offers both facilities of modern living and the hidden charm of a mountainous region with cultural diversity of various ethnic groups. More information on the province can be found in the following website: http://www.ubgialai.gov.vn/

15. Conditions of Service

A 12-month contract, National UNV volunteer Specialists in Viet Nam receive a volunteer living allowance (VLA), which is intended to cover their accommodation and basic living expenses. They also receive a resettlement allowance on successful completion. Full medical and life insurance is provided, and they are entitled to 2.5 days of leave per month. Travel to and from duty station at the beginning and at the end of the assignment will be covered. A settling in grant will be paid to candidate who has to move from the place of recruitment to the duty station.

16. Application procedures

Interested Vietnamese candidates should include a detailed curriculum vitae (CV) and an application letter (both in English) in a sealed envelope marked: “National UNV volunteer Specialist in Administration and Translation” to the address below or via email to unv@undp.org.vn (preferable)

UNV Office
United Nations Development Programme (UNDP)
25-29 Phan Boi Chau Street
Ha Noi

Deadline: 15 November 2009

We regret that acknowledgement will be sent to short-listed applicants only.