



UNV ASSIGNMENT OPPORTUNITY

CONSULTANCY FOR NATIONAL UN VOLUNTEER IN ENVIRONMENT AND NATURAL RESOURCES MANAGEMENT AND ENERGY, CLIMATE CHANGE AND EXTRACTIVES SECTOR

United Nations Volunteers Tanzania Office wishes to engage a Tanzanian National UN Volunteer (Programme Associate) in Environment and Natural Resources Management and Energy, Climate Change and Extractives sector

Duty Station, Country: Dar es Salaam, Tanzania

Summary of Key Functions:

- Support to the formulation of programme strategies and implementation of the Common Country Programme and UNDAP
- Support to the management of the CO programme, administration of budgets and optimal cost-recovery
- Finance and administrative support to the Programme Unit
- Support to project-related communication with partners
- Facilitation of knowledge building and knowledge sharing
- 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.

Qualifications, Skills and Experience:

- Secondary Education preferably with specialized certification in Project Management, Accounting and Finance. University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences would be desirable, but it is not a requirement.
- 6 years of progressively responsible administrative or programme experience is required at the national or international level.
- Motivated to contribute towards peace and development and to serve others;
- Good interpersonal, networking and communication skills;
- Willingness to contribute and work as part of a team;
- Respect for diversity and adaptability to other cultures, environments and living conditions;
- Fluency in spoken and written English and Swahili is required
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others);

Mode of Application and Terms of Reference:

Interested candidates, please apply through this link: <https://jobs.partneragencies.net/erecruitjobs.html?JobOpeningId=5477>
You are encouraged to read the detailed Terms of Reference before applying. Deadline for submitting an application is on 4 September 2016.

Note: After initial submission, you will be prompted to upload your CV please upload a copy of updated P11 Form instead of a CV. P11 form is mandatory.

Qualified women are strongly encouraged to apply. Only Short-listed applicants will be contacted.

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

United Nations Volunteers

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