

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### IDNR000173--Maternal and Adolescent Nutrition Officer

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.

## General Information

<b>Country of Assignment</b>	Indonesia
<b>Host Institute</b>	United Nations Children's Fund
<b>Volunteer Category</b>	National Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Jakarta [IDN]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	

### Living Conditions

The position will be based in Jakarta, the capital of Indonesia, where basic living needs, including accommodation, banking facilities, medical facilities and telecommunications/internet services are readily available. All staple foods can be found in the markets, e.g.: rice, meat, vegetables, fruit, cooking oil, salt, etc. Many imported goods are available in Jakarta and other places throughout Indonesia. Jakarta has many good restaurants with good health standards and most guesthouses provide food. In Indonesia the most used means of transportation are taxi or local bus. Mobile phone is the most dependable tool to be in-touch with colleagues and friends. Internet service is readily available and affordable at most apartment complexes. ATMs are everywhere in Indonesia and Western cards can usually be used to withdraw Indonesian Rupiah.

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the insurance plan.

The National UN Specialist Volunteer receives approximately IDR 8,237,403.08 as Monthly Living Allowance.

For more information about UNV Conditions of Service and Entitlements, please refer to the following:

- <https://www.unv.org/become-volunteer/volunteer-your-country>
- <https://vmam.unv.org/calculator/entitlements>

# Assignment Details

## Assignment Title

Maternal and Adolescent Nutrition Officer

## Organizational Context & Project Description

UNICEF Indonesia Country Office consists of six programme clusters (Nutrition, Health, WASH, Education, Child Protection, Social Policy) as well as other clusters (Programme Monitoring and Evaluation, Communications, Private Fundraising and Partnerships, Operations). The Nutrition section currently consists of two international and five national staff members in Jakarta as well as five national staff members in UNICEF Field Offices in Banda Aceh, Surabaya, Kupang, Makassar and Papua. The Nutrition section works on five programming areas, namely, i) Early childhood malnutrition, ii) Care for wasted children, iii) Maternal and adolescent nutrition, iv) Prevention of overweight, and v) Nutrition in Emergencies. The National UNV Specialist will primarily provide support to the third output, maternal and adolescent nutrition. The Nutrition section will provide supervisory oversight, coaching and mentoring as required for the UNV. Apart from the Nutrition section and other clusters within UNICEF, the UNV is expected to work very closely with the Family Health and Nutrition Directorate of the Ministry of Health, Ministry of Education, Ministry of Religious Affairs, Bappenas and other partners that have a stake at Maternal and Adolescent Nutrition programme.

## Sustainable Development Goals

2. Zero Hunger

## Task description

Within the delegated authority and under the supervision of Chief of Nutrition or his/her designated mandated representative(s), the Maternal and Adolescent Nutrition Officer (National UN Volunteer) will:

- Provide knowledge management support for the maternal and adolescent nutrition programme area, such as conducting literature reviews, data analysis, policy analysis, report and manuscript writing, audio visual publications, social media posts and keeping stock of emerging global and local literature and other resources related to maternal and adolescent nutrition.
- Provide support in organizing and preparing meetings with government stakeholders and other partners for consultation and coordination purposes.
- Provide support in establishment of a multi-stakeholder, multi-sectoral maternal and adolescent nutrition prevention coordination platform by networking with external partners, gathering information on partners' interests and agendas, preparing meetings and coordinating with government and other partners as appropriate.
- Provide support for conducting events on maternal and adolescent nutrition programme area including networking with youth and adolescent network for capacity building and key messages dissemination
- Provide support in development of information and communication materials for high-level advocacy to promote evidence-based policy and programmatic actions for maternal and adolescent nutrition in the country as well as for public education and awareness generation purposes.
- Any other related tasks as may be required or assigned by the supervisor.

Furthermore, UN Volunteers are required 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 International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- 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.

### Results/Expected Outputs

As an active UNICEF team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNICEF and its beneficiaries in the accomplishment of her/his functions, including:

- Landscape analysis based on desk review of maternal nutrition program in Indonesia is completed and disseminated to stakeholders
- Landscape analysis based on desk review of school age children nutrition program in Indonesia is completed and disseminated to stakeholders
- Coordination platform for government and non-government stakeholders on school age children and adolescent nutrition program are established and maintained to support the implementation of the program
- Key messages on school age children and adolescent nutrition are developed and disseminated through appropriate platforms including social media.

\*\*\* Results/Outputs can be modified as appropriate; should not entirely mirror the task description but serve as a basis for workplan and deliverables.

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

## Qualifications/Requirements

**Required Degree Level** Master degree or equivalent

### Education - Additional Comments

- Master's degree in a relevant area, e.g. Nutrition/Public Health or area related to Nutrition/Public Health.

**Required experience** 24 months

### Experience Remark

- At least 2 years of professional work experience at the national and/or international level in knowledge management, nutrition programme management or other relevant programmes; experience with working in the UN or other international development organization is an asset;
- Have affinity with or interest in child rights, volunteerism as a mechanism for durable development, and the UN System.

### Language

- Indonesian (Mandatory) , Level - Fluent
- AND - English (Mandatory) , Level - Fluent

### Area of Expertise

- Knowledge management, archiving and documentation Mandatory
- Other communications related experience Mandatory
- Public health Mandatory

### Area of Expertise Requirement

- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Knowledge and skills in basic statistical analysis is an asset

- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Sound security awareness.

**Need Driving Licence**

No

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- Working in Teams

## Conditions of Service and other information

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**Condition of Service**[Click here to view Conditions of Service](#)**Conditions of Service:**

Note on novel coronavirus – COVID-19.

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. [www.unv.org](http://www.unv.org)*We are inspiration in action*

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. 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 (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

### **Supervision, induction and duty of care of UN Volunteers (Roles and Responsibilities of Host Entities)**

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration and official processes;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;

- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

**Application Code** IDNR000173-8735

### Application procedure

#### \* Not yet registered in the UNV Talent Pool?

First register your profile at <https://vmam.unv.org/candidate/signup>.

Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

#### \* Already registered in the UNV Talent Pool?

First update your profile at <https://vmam.unv.org/candidate/profile>.

Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

This is a national UN Volunteer assignment, therefore only nationals of Indonesia and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

**Application deadline:** 18 February 2021

**doa.apply\_url** <https://vmam.unv.org/candidate/show-doa/SUROUjAwMDE3Mw==>

### Disclaimer

*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.*