

**International UNV Volunteer**      **National Volunteer Corps Lesotho**

**POST AND JOB DESCRIPTION**

<b>Post Title:</b>	National Volunteer Corps International UNV volunteer specialist in volunteer management
<b>Type of Contract:</b>	International UNV volunteer specialist contract
<b>Reporting to:</b>	National Volunteer Corps
<b>Country of Assignment:</b>	Lesotho
<b>Expected Duration of Assignment:</b>	24 months
<b>Location:</b>	Maseru

The UNV volunteer ethos in the post of National Volunteer Corps International UNV volunteer specialist in volunteer management

This post is a UNV volunteer specialist in volunteer management, assignment in the National Volunteer Corps Lesotho and is based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteerism brings benefits to the individual volunteer, as well as to society. It makes important contributions, economically as well as socially. It contributes to creating social cohesion and capital, through helping to build trust and reciprocity among citizens.

United Nations Volunteers (UNV) is the UN organization that supports sustainable human development globally through the promotion of volunteerism and the 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 their diversity.

Volunteerism is diverse and is embedded in all cultures and traditions. In this context, as a United Nations Volunteers (UNV) volunteer you are encouraged and expected to relate to local volunteerism and to be identified with the concept. You are expected to regard your national and international colleagues as peers and together uphold trust as volunteers among yourselves and within the communities and organizations to which you are assigned.

**Background to the National Volunteer Corps UNV volunteer specialist in volunteer management**

Under the supervision of UNDP and the coordinator of the National Volunteer Corps, the UNV volunteer management specialist will support the setting-up of the National Volunteer Corps. Amongst others, he/she will support the elaboration of rules and procedures, the design and implementation of a database of candidates, identification of placements, the organization of training and Monitoring & Evaluation procedures. He/she will support and train the personnel in the management of the Corps.

- Academic Degree, preferably in social sciences or business administration
- At least 4 years of experience with the management of volunteer schemes
- Experience in Monitoring & Evaluation
- Experience in on-the-job training of personnel
- Experienced user of MS office and database applications
- Fluent in English and willingness to learn Sesotho language.

### **Required Skills and Experience**

- Participate in the Lesotho Volunteer Forum and actively engage in the promotion, advocacy and integration of the volunteer ethos across all sectors, in your capacity as a National Volunteer Corps UNV volunteer specialist in volunteer management
- Schedule, as part of your workplan, participation in key volunteer dates, for example, 24 October (UN Day) and 5 December (International Volunteer Day) and others as they may arise during the course of your UNV volunteer placement
- Report, as and when required, to UNV Lesotho and to UNV.

### **Other duties and responsibilities**

- Elaborate the rules and procedures
- Support development of operational plans
- Support the design and implementation of an appropriate administration and accounting system
- Support the design and implementation of a database of candidates
- Propose criteria for volunteer posts and support the identification of host organisations and posts
- Organise pre-fielding training of the volunteers and the host organisations
- Develop & organise deployment of post-assignment support
- Support the development of promotional material
- Elaborate Monitoring & Evaluation procedures
- Train the national personnel of the Corps
- Any other task required by UNDP or the Steering Committee.

**The functions and responsibilities of the National Volunteer Corps UNV volunteer specialist in volunteer management are to:**

**Background to the National Volunteer Corps National UNV volunteer specialist in training and databases**

Under the supervision of the National Volunteer Corps coordinator, the National UNV volunteer will participate in the design and implementation of training programs, setting up a database of candidates, host organisations and volunteer posts. In coordination with his/her supervisor the UNV will take the appropriate actions to ensure a balance between candidates and posts by organising focused information campaigns when required. This National UNV volunteer will also be responsible for ICT related issues.

The UNV volunteer ethos in the post of National Volunteer Corps National UNV volunteer specialist in training and databases

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<b>Post Title:</b>	National Volunteer Corps National UNV volunteer specialist in training and databases
<b>Type of Contract:</b>	National UNV volunteer specialist contract (12 month contract)
<b>Reporting to:</b>	National Volunteer Corps
<b>Country of Assignment:</b>	Lesotho
<b>Expected Duration of Assignment:</b>	36 months
<b>Location:</b>	Maseru

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**POST AND JOB DESCRIPTION**

<p><b>Post Title:</b> National Volunteer Corps National UNV volunteer specialist in HR management and Monitoring and Evaluation (M&amp;E)</p>	<p><b>Type of Contract:</b> National UNV volunteer specialist contract (12 month contract)</p>
<p><b>Reporting to:</b> National Volunteer Corps</p>	<p><b>Country of Assignment:</b> Lesotho</p>
<p><b>Expected Duration of Assignment:</b> 36 months</p>	<p><b>Location:</b> Maseru with frequent travel to the districts</p>

The UNV volunteer ethos in the post of National Volunteer Corps National UNV  
volunteer specialist in management and Evaluation (M&E)

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your national and international colleagues as peers and together uphold trust as  
volunteers among yourselves and within the communities and organizations to which  
you are assigned.

**Background to the National Volunteer Corps National UNV volunteer specialist in  
management and Monitoring and Evaluation (M&E)**

Under the supervision of the National Volunteer Corps coordinator, the National UNV  
volunteer will support the identification of host organisations and posts, ensure  
comprehensive job descriptions and transparent selection of candidates and participate in  
the design and implementation of M&E procedures.

- A basic degree, preferably in social sciences and/or related to business administration and management of human resources
- At least 4 years of work experience
- Experience with planning and monitoring of activities
- Experience with management of human resources
- Experience with volunteer involving organisations, NGOs or/and volunteer associations
- Experienced user of MS Office application
- Fluent in English and Sesotho language
- Lesotho Nationality.

#### Required Skills and Experience

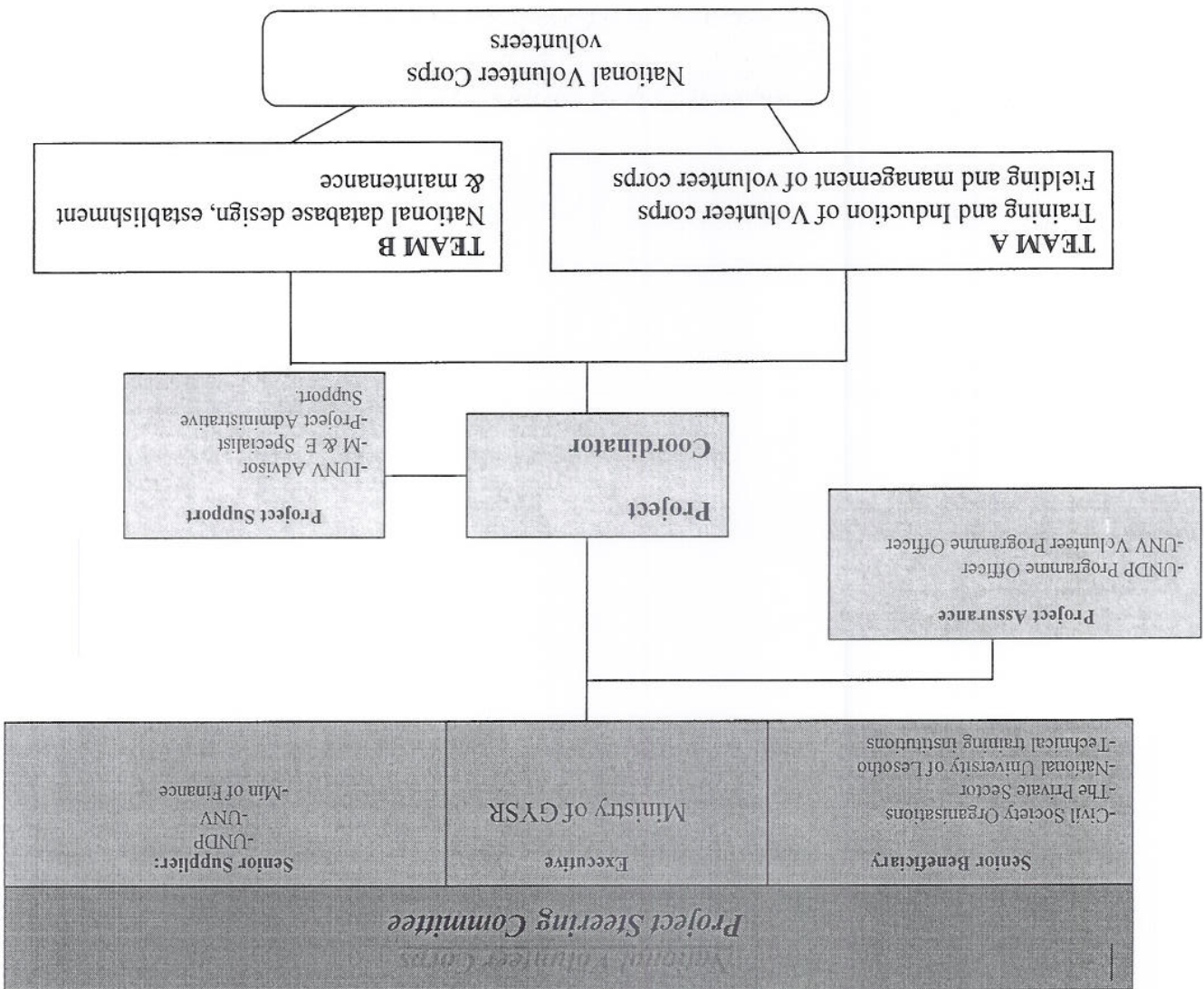
- Participate in the Lesotho Volunteer Forum and actively engage in the promotion, advocacy and integration of the volunteer ethos across all sectors, in your capacity as a National Volunteer Corps UNV volunteer specialist in volunteer management
- Schedule, as part of your workplan, participation in key volunteer dates, for example, 24 October (UN Day) and 5 December (International Volunteer Day) and others as they may arise during the course of your UNV volunteer placement
- Report, as and when required, to UNV Lesotho and to UNV.

#### Other duties and responsibilities

- Support identification appropriate host organisations and posts
- Assess management and supervision capacity of host organisations and identify eventual external supports required
- Quality assurance of comprehensive job descriptions for UNV positions
- Ensure timely reporting by volunteers and host organisations
- Ensure timely and quality reporting on the project
- In case of positive performance of volunteers, explore further opportunities for jobs, volunteer placements and/or training
- Any other task required by the International UNV volunteer specialist in volunteer management.

The functions and responsibilities of the National Volunteer Corps National UNV volunteer specialist in management and Evaluation (M&E) are to:

Annex 3 National Volunteer Corps Project Organizational Chart



As different stakeholders are involved, the National Volunteer Corps (NVC) will require clear procedures to be successful. One of the first tasks of NVC staff will be the elaboration of detailed rules and procedures. The following is a summary of the different procedures required:

• **Contracts**

All volunteer will have standard contracts with equal conditions. The contract will specify the obligations and entitlements of the volunteer. The volunteer will be entitled to a monthly living allowance and insurance coverage for her/himself against accidents and illness. The volunteer will not be a civil servant and therefore the NVC will use an appropriate contract modality reflecting this special circumstance and allowing for payment of living allowance to the volunteer.

The amount of the monthly living allowance will be decided by the National Volunteer Corps Steering Committee. Initially, according to volunteer involving organisations and individuals interviewed, a monthly allowance of M2,000 would seem to be reasonable, from which a small deduction could be made for medical insurance cover for the volunteer during their placement. This rate may be reviewed on an annual basis for inflation correction, if required.

• **Database of candidates**

Each year, approximately 800 students graduate from NUL, of which *circa* 400 don't find a job, some for several years. As volunteering could be an interesting option for them, it is to be expected that there will be far more candidates than relevant placements, at least during the first years of the programme.

The National Volunteer Corps will organise a database of candidates. Initially, graduation will be a requirement for enrolment in NVC and candidates will apply by completing an application form.

The database will be computerised and searchable with information on field of specialisation, experience, etc. The NVC will promote a gender balance and when required, information campaigns focused on specific groups in relation to gender or specialisations may be organised.

• **Selection procedure**

Selection will take place in coordination with the host organisations of the volunteer post. The NVC will agree with the host organisations on a number of candidates to be interviewed and panel interviews will take place, comprised of representatives of the host organisations and the NVC.

• **Training**

After selection and before fielding the volunteers will receive at least seven days of training. Part of the training will be standard, covering issues, such as:

- contracts and conditions of service

## Annex 5 Risk Analysis

Project Title: Support to the implementation of a National Volunteer Corps for young graduates

Award ID:

Date: 14 January 2009

#	Description	Date Identified	Type	Impact & Probability	Countermeasures/ Mngt response	Owner	Submitted, updated by	Last Update	Status
1	. Poor ownership of the National Volunteer Corps by government  Key: Impact Scale: 1 = low; 5 = high Probability Scale: 1 = low; 5 = high.	December 2008	Institutional level	I=5 P=2	1. Good managerial direction by the Steering Committee	MGYSR	UNDP	14 Jan 09	
2	Poor coordination with different development partners.	December 2008	Institutional level	I = 4 P = 2	Quality relationship building by the Steering Committee and project team	MGYSR UNDP UNV	UNDP	14 Jan 09	
3	Lack of experience of running a fully-fledged government managed volunteer programme	December 2008	Institutional level	I=4 P=2	Experience shared by UNV-UNDP and other partner volunteer involving organisations	MGYSR	UNDP	14 Jan 09	
4	Limited experience in management activities and bureaucratic procedures could negatively impact	December 2008	Institutional level	I=4 P=2	Project established as a separate programme under MGYSR	MGYSR	UNDP	14 Jan 09	



#	Description	Date Identified	Type	Impact & Probability	Countermeasures/ Mngt response	Owner	Submitted, updated by	Last Update	Status
5	project delivery Poor coordination mechanisms could limit potential returns from the programme	December 2008	Institutional level	I=4 P=3	Support towards optimum coordination will be given by the Steering Committee and the project team	MGYSR	UNDP	14 Jan 09	
6	Sustainability of funding for the National Volunteer Corps post-project	December 2008	Financial level	I=4 P=2	Extensive and committed partnership building during the course of the project will ensure sufficient funding for continuity of the Corps post-project	MGYSR	MGYSR	14 Jan 09	
7	Funding of host organization posts for National Volunteer Corps placements may be an issue	December 2008	Financial level	I=4 P=2	Support will be sought from partnerships for a basket of funding to support posts	Steering Committee and project team	UNDP	14 Jan 09	
8	Volunteerism in Lesotho is often seen as informal, making it more likely that Corps volunteers will abandon their placement	December 2008	Financial level	I=2 P=2	Formal contracts, indicating rights and obligations will be signed before placement	Steering Committee and project team	UNDP	14 Jan 09	
9	Poor identification of appropriate posts and host	December 2008	Policy level	I = 3 P = 2	A demand driven approach to placements, together with	Steering Committee and project team	UNDP	14 Jan 09	