



1. **Type of Assignment:** National UN Volunteer
2. **Type of Assignment Place:** National UN Volunteer (open to Chinese nationals)
3. **Assignment Title:** Results Monitoring and Reporting Officer
4. **Vacancy Number:** 1
5. **Link with UNV Strategic Framework :** National Capacity Development through volunteer schemes
6. **Duty Station, Country:** Beijing, China
7. **Duration (in months):** 12
8. **Expected Starting Date:** ASAP
9. **Host Agency/Host Institute:** UN Resident Coordinator Office in China

The UN Resident Coordinators System (RCS) ensures the coordination of all UN organizations dealing with operational activities for development and aims to bring together different UN organizations to improve the efficiency and effectiveness of operational activities at the country level. The RCS encompasses the UN Resident Coordinator, the UN Country Team (UNCT) and Resident Coordinator Office (RCO). The UN Resident Coordinator leads the UNCT to deliver together more coherent, effective and efficient support in China. The RCO supports the role and functions of the UN Resident Coordinator and provides inter-agency coordination support to the UNCT and its various inter-agency working mechanisms and groups. Critical functions of the RCO include: strategic analysis, planning and positioning of the country team; preparation and monitoring of the United Nations Sustainable Development Cooperation Framework (UNSDCF); support to joint UN programming and operations management; policy guidance; joint advocacy and communications in order to enhance UN coherence and improve overall programme impact of the UN System in China.

#### 10. **Brief Portfolio Description:**

The current United Nations Development Assistance Framework for the China is ending in 2020 and will be replaced by a new UNSDCF 2021-2025. While the new UNSDCF for China has been signed, the UNCT in China is still in the process of developing work plans, M&E frameworks and governance and management structures and systems for the initiation and implementation of the UNSDCF. Therefore, the RCO is looking for a motivated candidate to join the team on a full-time basis and support the overall programming, monitoring and reporting efforts of the UN in China.

The position will provide the successful candidate with a unique opportunity to learn about how the UN system operates at the country level. Among others, the candidate will: actively engage in the joint programming of the UN; learn about the functions and roles of a wide range of UN organizations; gain insight into the country programme implementation process; and become familiar with how the UN interacts with different stakeholders.

#### **11. Description of tasks:**

Under overall guidance of the Head of RCO and the direct supervision of the Data Management, Results Monitoring and Reporting Specialist, the UNV will be responsible for providing support to the planning, monitoring and reporting function of the RCO and the UN in China. Specifically, he/she will perform the following duties:

- Provide support in the operation of UN Inter-agency Programming, Monitoring and Evaluation (PME) Group
- Assist in the development, implementation and monitoring of the joint work plans, results matrix, monitoring and evaluation (M&E) frameworks, and other UNSDCF related documents and plans
- Support the coordination of UN entities and inter-agency working groups for joint monitoring and reporting on the implementation of UNSDCF
- Help to collect and review progress data and information to enable effective reporting on the Cooperation Framework in UN INFO and prepare periodical UN INFO reports
- Contribute to joint results monitoring and annual reporting and the preparation of UN Country Results Report
- Assist to document learning and good examples and practices in implementation of the Cooperation Framework
- Support National Voluntary Review processes as may be needed
- Carry out other tasks as assigned

Furthermore, UN Volunteers are encouraged to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV;
- 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;
- 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.

#### **12. Results/Expected Output:**

The UNV Volunteer will contribute towards the following outputs:

- A complete Results Matrix (with Outcome and Output indicators)
- Joint Work Plans (JWPs) developed, together with Results Groups
- Results Matrix and JWPs uploaded to UN INFO
- Monitoring data and information against each Cooperation Framework outcome/output indicators collected and entered into UN INFO

- Annual report (UN Country Results Report) prepared
- Knowledge management networks built and good practices and learning documents shared
- Support provided to National Voluntary Review of China

### **13. Qualifications/Requirements:**

- Master's Degree or equivalent in development studies, economics, statistics, sociology or related field
- At least 2 years' work experience on international development programmes/projects
- Good knowledge and demonstrated work experience on planning, monitoring and reporting is desirable
- Fluency in written and spoken English and Chinese
- Demonstrated report writing skills with an ability to communicate effectively
- Excellent interpersonal skills and abilities to deal with different stakeholders
- Knowledge of UN system is desirable
- Minimum age 22 years.

### ***Key Competencies:***

- Demonstrate strong coordination skills
- Build strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Consistently approach work with energy and a positive, constructive attitude;
- Excellent teamwork skills;
- Demonstrate strong oral and written communication skills;

### **14. Living Conditions:**

The duty station of the national UNV is in Beijing, where high-quality public infrastructure and health services are available. It is the foremost political and cultural metropolis in China. The city has excellent health services available.

In general, rent for apartments in central locations is high relative to other regions in China, but quality is good. Beijing is well served by many shopping malls, large supermarket chains and international brands. Buses and subways are the most common form of mass transportation. Metered taxis are widely available and domestic and regional travel by train and airplane is popular.

### **15. Conditions of Service for national UN Volunteers**

The National UN Volunteer receives a standard volunteer living allowance (VLA), which is intended to cover their accommodation and basic living expenses. In China the VLA is 9,490 RMB per month. The NUNV is entitled to an excellent health, life and disability insurance package. A modest Settling-in Grant and end of assignment allowances will also be provided along with travel to and from the duty station. The NUNV is entitled to 2.5 days personal leave per month and UN official holidays.



## 16. application

Interested candidates please apply through the UNV website  
<https://www.unv.org/calls/CHNR000155-8514>.

*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.*