

Reassign your volunteer to meet your evolving needs

When operational requirements demand it, move quickly to reassign your volunteer to where their skills and experience will deliver the most value.

Feel empowered to make minor changes on your own with the volunteer. Involve UNV prior to effecting any significant changes to the assignment – here's how:

Make Minor changes to role and responsibilities

Where only slight modifications to the Description of Assignment apply, you can make those changes directly, after consulting with your volunteer.

We do not need to take administrative actions for variations of this nature:

1. **Edit background information**, wording or spelling.
2. **Amend the assignment title**, without changing your volunteer's responsibilities. For example, a 'programme officer' could be a 'project officer.'
3. **Change task descriptions** while keeping the same assignment title, to adapt your volunteer's role and responsibilities to new situations or needs.
4. **Email support@unv.org** your updated assignment description.

Reassign temporarily for up to 3 months

You can authorize temporary reassignment or mission travel of your volunteer to a different project, duty station or mission area, with only minor changes to their responsibilities in their original Description of Assignment.

Inform UNV in advance of significant changes and reassignments of more than three months. Administrative actions must be taken before any change takes effect.

1. **Reassure your volunteer that their monthly living allowance will continue** to be paid at the rate of their original duty station, for as long as they're working on this new assignment.
2. **Tell them to expect wellbeing differential based on their original duty station** for temporary assignments of less than one month. No additional wellbeing differential is paid for stay at the temporary duty station.
3. **Confirm your organization is processing and paying** for transportation (air travel, all types of terminal expenses) and UN Daily Subsistence Allowance. These cannot be covered by the proforma cost.
4. **Arrange internally with your volunteer, email support@unv.org** to record temporary reassignment in the system.

Make significant changes during the assignment

With less than 4 years of maximum service and no pending investigations or disciplinary issues, your volunteer's assignment description can be significantly varied. Their experience and qualifications must meet the eligibility criteria of the new position.

Ask us to reassign your volunteer, leave the admin to us and wait for our approval, before setting your volunteer work based on your new Description of Assignment. You may:

- Change the volunteer category
- Change the host entity (agency or mission)
- Change the duty station (within or outside the country)
- Fundamentally change their description of assignment.

Contact our Regional Office to help you through the process:

- 1. Create your new [Description of Assignment \(DOA\)](#) or edit where necessary.** Find standard DOA [Templates and Forms](#) (tab) in the document library.
- 2. Complete the [Reassignment Request template](#)** and remember, there's no right or expectation that your volunteer will be transferred or reassigned.
- 3. Get consent from everyone involved.** Agree to transfer your volunteer's applicable accrued entitlements (annual leave, home visits) to the new position.
- 4. Confirm [funding confirmed](#)** by your HR or Finance department. **Consider the financial impact of reassignment for your volunteer** and their dependents. See UNV financial authorization [requirements](#) and UNV [Service Request Form](#).
- 5. Check your volunteer's new contract starts one day after the old one** so there's no break and that the new assignment is longer than 3 months.
- 6. Ask your volunteer to update their profile on the [UNV database](#)** for UNV to assess their suitability for your proposed description of assignment.
- 7. Email 'support@unv.org' asking to reassign your volunteer** Attach the completed Reassignment Request form and updated Description of Assignment. Confirm funding and that your volunteer is not subject to disciplinary issues or investigations.
- 8. See UNV Volunteer Services Centre** swiftly process reassignment and pay related benefits and entitlements to your volunteer.