DESCRIPTION OF ASSIGNMENT

(assignment for Persons with Disabilities)

**Preamble:**

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 societies 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.

**Assignment Title:**

**Country of Assignment:**

**Agency Name:**

**General Information**

**Volunteer Category:** Choose an item.

**Number of Volunteers:**

**Duty Station:**

**Duration:**

**Expected Starting Date:**

**Living Conditions:**

[Provide brief description of relevant living conditions in duty station – e.g. security situation, access and air travel, climate, alcohol use, cost of living, accommodation options, availability of food/water/electricity, medical facilities, banking facilities, communications infrastructure, etc]

**Reasonable Accommodation**

The UN system is committed to creating an inclusive workplace and commits to taking appropriate measures to enable persons with disabilities to access employment opportunities and benefit equally from employment related opportunities by providing reasonable accommodation. Reasonable accommodation may differ depending on the disability and individual requirements. **Reasonable accommodation means** *“necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms “(Article 2, UN CRPD).*

**Accessibility**

[Provide brief description of accessibility situation in the local office and workspace (as indicated in accessibility checklist)] **Accessibility is defined** as the “*identification and elimination of obstacles and barriers to facilitating access, on an equal basis with others, to the physical environment, to transportation, to information and communications, including information and communications technologies and systems, and to other facilities”.(Article 9, UN CRPD)*

**The Host Office is in charge to fund and put necessary measures that may be required.**

**Sustainable** **Development** **Goals:** Choose an item.

**UNV Focus Area:** Choose an item.

**Need Driving License:** Choose an item.

**Assignment Place:** Choose an item.

**Assignment Place Remarks:**

This assignment is part of UNV’s disability inclusion strategy. UNV seeks to 1) provide opportunities for persons with disabilities to serve as UN Volunteers 2) enable UN partners to expand diversity and inclusion of persons with disabilities in their workforce worldwide 3) build a talent pipeline of qualified professionals with disabilities who can contribute to the attainment of the Sustainable Development Goals (SDGs) at national and global levels, with focus on national capacity**.**

**Supervision, induction and duty of care of UN Volunteers (**[Roles and Responsibilities of Host Entities**)**](https://toolkit.unv.org/sites/default/files/2021-04/Roles_and_Responsabilities_of_Host_Entity_EN.pdf)

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 including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
* 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;
* Inclusion of the volunteer in emergency procedures such as evacuations;
* 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.
* **The Host Office is in charge to fund and put necessary reasonable accommodation measures that may be required.**

**Assignment Details**

**Education**

Required Degree Level**:** Choose an item.

Education - Additional Comments: [please specify the field that would be most relevant]:

**Required Experience:**      years

**Experience Description:**

To be eligible to apply for this assignment, candidates need to be a person living with a disability.

**Specific requirements:**

**Language Skills:**

     mandatory [ ]  optional [ ]

 working knowledge [ ]  fluent [ ]

     mandatory [ ]  optional [ ]

 working knowledge [ ]  fluent [ ]

     mandatory [ ]  optional [ ]

 working knowledge [ ]  fluent [ ]

**Competencies and Values** [please select all that apply]**:**

[ ]  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

**Task description**

Under the direct supervision of [please complete with the function of the supervisor], the UN Volunteer will undertake the following tasks:

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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;
* 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.

**Results/Expected Outputs**

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* The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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

**Agency Details**

**Host Institute:**

[Please specify the sub entity of the UN Agency or the Host Institute the Volunteer will be placed in, if different from the UN Agency.]

**Organizational Context & Project Description**:

[Provide brief description of Host Agency– date of establishment/creation, mandate, roles. e.g. Provide brief description of the project including relevant stakeholders, outcomes etc. and/or include web link. E.g. This UNV assignment is part of [Host Agency’s] project/flagship programming initiative etc.]

**Name of Hiring Manager:**

**Title, Department:**

**Email of hiring manager:**

**Conditions of Service:**

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) will be provided monthly.

*Disclaimer*

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

**Date:**