UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

**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 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.

1. **Assignment title:** Insert assignment title.
2. **Host entity:** Name and acronym of host entity
3. **Volunteer category:** National UN Volunteer
4. **Duty station, country:** Insert duty station, country
5. **Number of UN Volunteers:** Enter number of volunteers
6. **Duration (in months):       or expected contract end date:**
7. **Possibility of extension\*:** Choose an item:

\*Dependent on continuation of mandate, availability of funding, operational necessity and satisfactory performance; there is no guarantee of assignment extension.

1. **Assignment family status:** Choose an item:
2. **Expected starting date:** Enter expected start date
3. **Organizational context and brief project description:**

[Provide brief description of Host Agency– date of establishment/creation, mandate, roles].

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

1. **Sustainable Development Goals:** Choose an SDG.

**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))](https://undp.sharepoint.com/%3Ab%3A/r/sites/UNVknowledgeMng/Shared%20Documents/Volunteers%20Roles%20and%20Responsibilities_Host%20Entities.pdf?csf=1&web=1&e=IBsPdh)

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 as required;
* 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;
* Ensure that UN Volunteers are provided all necessary security measures as per the United Nations Security Management System (UNSMS);
* 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).
1. **Description of tasks:**

Within the delegated authority and under the supervision of [insert function] or his/her designated mandated representative(s), the UNV [insert Assignment Title] will:

* Fill in the duties for this of assignment
* Any other related tasks as may be required or assigned by the supervisor.

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

* 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 self-reports on UN Volunteer actions, results and opportunities.
* 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.
1. **Results/expected outputs:**
* As an active [insert name Host Agency] team member, efficient, timely, responsive, client-friendly and high-quality support rendered to [insert name Host Agency] and its beneficiaries in the accomplishment of her/his functions, including:

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

* 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
1. **Qualifications/requirements**:

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

Required Experience:Insert number of yearsyears

1. Education, qualifications, skills, experience, areas of expertise (to be filled in by the host entity):

For example (the below is indicative, to be adapted by the host entity).

* + - Bachelor’s degree in a relevant area, e.g. X or area related to X;
		- At least X years of professional work experience at the national and/or international level in X, X, or X, or other relevant programmes; experience with X is an asset, as is experience working in the UN or other international development organization;
		- Other desired/mandatory required technical knowledge
		- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
		- 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;
* *Desirable:* valid national driver’s license and proven ability to drive manual gear 4x4 over rough terrain; (if not applicable, delete)
* Sound security awareness;
* Have affinity with or interest in X [fill in relevant area of the host agency’s work], volunteerism as a mechanism for durable development, and the UN System.

b) Competencies and values [Edit as required]:

* Professionalism: demonstrated understanding of operations relevant to [Insert name of Host Agency]; technical capabilities or knowledge relevant or transferrable to [Insert name of Host Agency] procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
* Integrity: demonstrate the values and ethical standards of the UN and [Insert name of Host Agency] in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization’s interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority;
* Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;
* Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
* Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;
* Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;
* Flexibility: adaptability and ability to live and work in potentially hazardous and remote conditions, involving physical hardship and little comfort; to operate independently in austere environments for protracted periods; willingness to travel within the area of operations and to transfer to other duty stations within the area of operations as necessary;
* Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards [Insert name of Host Agency]’s mission and vision, as well as to the UN Core Values.

c) Language skills

 Choose an item. spoken and written [language(s)] is required;

 Choose an item. [other language(s)] is an advantage;

1. **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.]

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.

1. **Conditions of Service for national UN Volunteers**

Note on novel coronavirus – COVID-19.

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 of 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 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 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](http://icsc.un.org/map/), a Well-Being Differential (WBD) will be provided monthly.

**Hiring Manager for this assignment:**

[Name, functional title, Host Agency, location, date]

**Alternate Hiring Manager for this assignment (if available):**

[Name, functional title, Host Agency, location, date]

**Supervisor of UN Volunteer (if known):**

[Name, functional title, Host Agency, location, date]

*United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, care protected characteristics. As part their adherence to the values of UNV all UN Volunteers commit themselves to combat any form of discrimination, and to promoting respect for human rights and individual dignity, without distinction of a person’s race, sex, gender identity, religion, nationality, ethnic origin, sexual orientation, disability, pregnancy, age, language, social origin or other status”*