UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

1. **Description of Assignment title:** UN Community Volunteers Coordinator
2. **Host entity:** Name and acronym of host entity
3. **Assignment Country:**
4. **Type:** National
5. **Expected start date:** Insert duty station, country
6. **Expected End date or duration:**
7. **Sustainable Development Goal:** Choose an SDG.
8. **Number of assignments:** Enter number of volunteers
9. **Volunteer category:** Community Volunteer
10. **Duty station:**
11. **DoA reserved for persons with disabilities: yes/no**
12. **Reasonable Accommodation: yes/no**
13. **Accessibility measures in place:**
14. **Additional accessibility info:**

## Assignment Details

**Mission and Objectives:**

Mission of the Host Entity should be reflected here.

**Context:**

Brief context of the project

**Task description:**

Within the delegated authority and **under the supervision of (Host Entity / indicate function)** or his/her designated mandated representative(s) (indicate the function), UN Community Volunteers Coordinator will support Host Entity throughout the volunteer management cycle to ensure effective identification, selection, deployment, on-boarding of UN Community Volunteers, learning, contract management and reporting. Accountability for contract management lies with the UNV Volunteer Service Center.

UN Community Volunteers Coordinator has a support role, responsibility for the inclusive and transparent outreach, identification, selection, and inclusion of the UN Community Volunteers to the UN Security Management Systems Framework lies with the Host Entity. UN Community Volunteers Coordinator is expected to work closely with UN Specialist Coordinator, UNV Field Unit and Regional Offices and undertake following tasks depending on the project requirements.

**Outreach activities to meet the demand for Community UNV candidates**

* Advise on UNV service offer and processes
* Support the Host Entity with the development of descriptions of assignment
* Develop and implement context-appropriate outreach, advertisement techniques and selection processes
* Support with promotion and launch a call for applications in targeted project communities, including advertisement in local websites, newspapers, and other social media platforms, as applicable
* Support translation of UNV documents such as the description of assignment to the local language (if needed)
* Promote and support inclusive and transparent outreach

**Candidate registration and selection**

* Support candidates to enter applications in Unified Volunteering Platform (UVP)
* Support candidate profiles’ creation in UVP due to technical or language constraints
* Support Host Entity to assess candidates (desk review, written test, interview, other)
* Promote and support inclusive and transparent selection
* Support UNV with recruitment clearance processes of candidates if required

**Volunteer recruitment, onboarding, and assignment management**

* Plan context-appropriate techniques for the on-boarding and learning of UN Community Volunteers
* Plan and secure context-appropriate Volunteer Living Allowance and other entitlements’ disbursement mechanism in consultation with Host Entity and UNV
* Support selected candidates and UN Volunteers to upload required documents in UVP, education credentials, identity information, beneficiary form, and other
* Support to facilitation of mandatory UN and UNV courses
* Support bank accounts opening or if required secure alternative payment method in consultation with Host Entity and UNV HQ
* Ensure that each UN Community Volunteer has read, understood, and accepted their UN Volunteer offer and contract in UVP
* Support Host Entity to design and provide context-specific, pre-deployment training including on the unified Conditions of Service for UN Volunteers (COS) mandatory UNV online trainings and other project-specific trainings
* Obtain administrative information from UNV and, if necessary, translate to guide UN Volunteers on all volunteer management aspect including COS
* Maintain UN Volunteer files including leave information in UVP
* Capture lessons learnt on volunteer identification, selection, recruitment, and management and possibly project success stories and share with UNV and Host Entity
* Support UN Community Volunteer reporting in relevant UNV systems
* Liaise with Host Entity and UNV with regards to contract extensions
* Any additional related tasks as identified by the Host Entity

**Self-learning**

* **Undertake auto-didactic course on all relevant matters related to Volunteer Management Cycle in the first 2 weeks of assignment.**

Furthermore, UN Community Coordinator is 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.

**Eligibility Criteria:**

###### Age

* Nationality

## Requirements

**Required educational level**: Basic Education

* Basic education;
  + - Demonstrated interest in programme management, community development or human resource management;
    - Experience with following established administrative processes is an asset;
    - Excellent oral and written communication skills;
    - Translation skills are an asset;
* Knowledge of the local project context including local languages and security issues;
* Ability to work inclusively and collaboratively with a range of partners including grassroots community members;
* Solid overall computer literacy, including proficiency in Microsoft Excel;
* Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
* Have affinity with or interest in X [fill in relevant area of the Host Entity’s work], volunteerism as a mechanism for durable development, and the UN System.

**Required experience: 0 year**

**Competencies and values** [Edit as required]:

* Accountability
* Adaptability and flexibility
* Creativity
* Judgement and decision-making
* Planning and organising
* Professionalism
* Self-management

**Language skills**

Working knowledge of spoken and written English is required;

Fluency in [the local language] is required;

**Driving licence:**

## Other Information

**Living conditions and remarks:**

**Inclusivity statement**

United Nations Volunteers is an equal opportunity programme that welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, care protected characteristics. As part of 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.

**Note on Covid-19 vaccination requirements**

Selected candidates for certain occupational groups may be subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid-19) in line with the applicable Host Entity’s policy.

**Hiring Manager for this assignment:**

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

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

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