UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

1. **Description of Assignment title:** UN Specialist 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:** Specialist
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:**

**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 Specialist Coordinator will supervise and monitor overall Community Volunteer programmes as well as Community Coordinator. The Specialist Coordinator will supervise and support in on-boarding of UN Community Volunteers, learning, contract management and reporting. Accountability for contract management lies with the UNV Volunteer Service Center.

Inclusion of the UN Community Volunteers to the UN Security Management Systems Framework lies with the Host Entity. UN Specialist Coordinator is expected to work closely with UNV Field Unit and Regional Offices and undertake following tasks depending on the project requirements.

**Volunteer mobilization and management**

* Support the Host Entity to plan and organize the UN Community Volunteer deployment
* Guide Community Coordinator in development of descriptions of assignment
* Work closely with the Field Security Officer and provide support to the UN Designated Official to ensure a detailed understanding among UN Volunteers on all security-related issues
* Plan context-appropriate techniques for the on-boarding and learning of UN Community Volunteers
* Ensure that incoming and outgoing UN Community Volunteers are adequately briefed and debriefed
* Monitor the well-being and performance of serving UN Community Volunteers and discussions with their supervisors and counterparts
* Manage supervision, performance assessment and capacity development of UNV Community Coordinator and UN Community Volunteers
* Support selected candidates and UN Volunteers in overall volunteer management in absence of Community Coordinator including UVP related tasks
* Support candidates and UN Volunteers to facilitation of mandatory UN and UNV courses in absence of Community Coordinator
* Coordinate activities, workshops, and plan events if necessary
* Act as liaison point for emergency situations (medical evacuations and death of the UN Volunteer) and inform UNV Regional Programme Specialist, Host Entity and Volunteer Service Center immediately
* Provide overall management and administrative support to UN Community Volunteers
* Host Entities may designate **additional related tasks** to the Specialist Coordinator function

**Advocacy and Partnership building**

* Liaise with UN agencies in the country to ensure an understanding of UNV’s mandate, key offers and the added value that UN Community Volunteer assignments bring in support to the achievement of their respective mandates
* Establish, foster, and maintain effective outreach and relationships with local civil society organizations, prioritizing those focused on volunteerism, to contribute to community-led sustainable development in the country
* Strengthen and determine business intelligence related to partnerships, promotion of volunteerism
* Encourage and monitor serving UN Community Volunteers to embrace the ideals of volunteerism, act as advocates for volunteer action in the community, and document their experiences in promoting volunteerism

**Self-learning**

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

Furthermore, UN Specialist 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 Community 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:** Choose an item.

* + - Secondary education, first-level university or equivalent in combination with relevant training and/or professional experience.
		- At least 3 years of professional work experience at the national and/or international level in community development, programme management or human resource management;
		- Previous experience in partnership building is required;
		- Experience with following established administrative processes;
		- 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: 3 years**

**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]