UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

1. **Description of Assignment title:**
2. **Host entity:** Name and acronym of host entity
3. **Mission and Objectives:** Mission and objectives in UVP are taken directly from the host entity profile.
4. **Assignment Country:** Insert country of assignment
5. **Volunteer Category:** Choose an item.
6. **Number of assignments:** 1
7. **Start date:** Click or tap to enter a date.
8. **Duration in months or set expected end date:**
9. **Possibility of extension:** [ ] Yes [ ] No\*Dependent on continuation of mandate, availability of funding, operational necessity and satisfactory performance; there is no guarantee of assignment extension.
10. **Sustainable Development Goal:** Choose an SDG.
11. **Assignment context:** Brief context of the project
[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.

*For UNICEF DOAs include the following:*

In addition to duty station specific vaccine requirements, appointments are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the appointment. It does not apply to UN Volunteers who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their contracts.

UNICEF offers reasonable accommodation for UN Volunteers with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the recruitment process and afterwards in your assignment.

1. **Task description:**
* Fill in the duties for this assignment
* [Insert additional tasks as necessary given local context];
1. **Area(s) of specialization:**

**14. Required skills and experience:**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).

* + - Advanced higher degree (Master’s or equivalent) in a relevant area, e.g. X or area related to X; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree;
		- 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.
1. **Required experience:** Insert number of yearsyears
2. **Area(s) of expertise (select all that apply)**

[x]  **Administration**

[ ]  **Agriculture**

[ ]  **Architecture and settlements**

[ ]  **Arts and design**

[ ]  **Business management**

[ ]  **Communication**

[ ]  **Community development**

[ ]  **Crisis and emergency response**

[ ]  **Development programmes**

[ ]  **Economics and finance**

[ ]  **Education**

[ ]  **Elections and governance**

[ ]  **Energy and environment**

[ ]  **Engineering and construction**

[ ]  **Facility management**

[ ]  **Health**

[ ]  **Human resources**

[ ]  **Information technology**

[ ]  **Legal affairs**

[ ]  **Logistics and inventory**

[ ]  **Manual labour and skilled trades**

[ ]  **Natural and life sciences**

[ ]  **Procurement and contracting**

[ ]  **Product safety**

[ ]  **Security and protection**

[ ]  **Social work**

[ ]  **Translation and interpretation**

[ ]  **Transport**

[ ]  **Volunteer management**

1. **Required education:** Choose an item.
2. **Languages:** Working knowledge of English is required

Working knowledge of [the local/other language] is required/desirable

1. **Competencies and values:** (the list below is indicative, to be adapted by the host entity based on the HE organizational values)
* Accountability
* Adaptability and flexibility
* Creativity
* Judgement and decision-making
* Planning and organising
* Professionalism
* Self-management
1. **Living conditions and other remarks:**

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

End with encouraging but cautioning statement such as “XXX is a unique country and XXX is a unique (humanitarian) operation. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

1. **Driving license needed:** [ ] Yes [ ] No
2. **Assignment is reserved exclusively for persons with disabilities:** [ ] Yes [ ] No
3. **Reasonable Accommodation:** [ ] Yes [ ] No
4. **Accessibility measures in place:**
5. **Additional accessibility info:**

## Other Information

**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

**Duty stations**

**Assignment 1:**

**Hiring Manager for this assignment:**

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

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

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

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

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