UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

1. **Description of Assignment title:** UN Specialist Coordinator
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
4. **Assignment Country:** Insert country of assignment
5. **Volunteer Category:** National UN Volunteer Specialist
6. **Number of assignments:** Enter number of volunteers
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

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:**

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

UN Specialist Coordinator to make about the inclusion of the 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 Volunteers and discussions with their supervisors and counterparts;
* Manage supervision, performance assessment and capacity development of UNV Community Coordinator and Community Volunteers
* Support selected candidates and 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 volunteer) and inform UNV Regional Programme Specialist, host entity and Volunteer Service Center immediately
* Provide overall management and administrative support to 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 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 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.

1. **Area(s) of specialization:**
2. **Required skills and experience:**

* Bachelor’s degree in an area relevant to community or social development, project management or human resource management.
* 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 agency’s work], volunteerism as a mechanism for durable development, and the UN System.

1. **Requerid experience: 3 years**
2. **Area(s) of expertise (select all that apply)**

**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**

1. **Required education*:*** Bachelor degree or equivalent
2. Languages : Working knowledge of 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]