# UN Volunteer Description of Assignment

1. **Description of assignment title:** Insert assignment title.
2. **Host entity:** Insert name and acronym of host entity
3. **Mission and objectives:** Mission and objectives in the Unified Volunteering Platform (UVP) are taken directly from the host entity profile.
4. **Assignment country:** Insert country of assignment
5. **Duty station:**
6. **Volunteer category:** Choose an item.
7. **Number of assignments:** Enter number of volunteers
8. **Expected start date:** Click or tap to enter a date.
9. **Duration in months or set expected end date:**
10. **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.

1. **Sustainable Development Goal (SDG):** Choose an SDG.

**Assignment context:** Brief context of the project

Provide a brief description of:

- the host agency, including date of establishment or creation, mandate, and roles.

- the project, including relevant stakeholders, outcomes, among others, and/or add web link.

For example: This United Nations Volunteers (UNV) assignment is part of [host agency’s] project or flagship programming initiative, among others.

1. **Task description:**

Fill in the duties for the assignment. Add additional tasks as necessary given local context.

1. **Required education:** Choose an item.

**Descriptions of assignments (DOAs) for UN Community Volunteers are not to request education higher than secondary school, or equivalent.** If higher qualifications are required, the National Specialist UN Volunteer modality should be used.

1. **Area(s) of specialization (education):** for example, engineering, social sciences, and computer science.
2. **Required experience:** xxyears
3. **Required skills and experience:**

UVP automatically adds the phrase “X years of experience in...” so the first phrase should begin with the experience needed. For example:

* … climate policy development
* … the management of development projects

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

* + - …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 Microsoft Office applications (Excel, Word, among others), email, and 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;
* 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. **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**

[ ]  **Product safety**

[ ]  **Security and protection**

[ ]  **Social work**

[ ]  **Translation and interpretation**

[ ]  **Transport**

[ ]  **Volunteer management**

1. **Languages:** Choose an item. [language] is required.

Choose an item. [the local or other language] is required/desirable.

1. **Competencies and values:** (the list below is indicative and the host entity has to adapt it based on its 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, for example, security situation, access and air travel, climate, cultural awareness such as dress code and alcohol use, cost of living, accommodation options, availability of food, water, and electricity, medical facilities, banking facilities, communications infrastructure, among others.

Depending on the duty station you may like to include an encouraging but cautioning statement such as:

“XXX is a unique country and XXX is a unique (humanitarian) operation. It provides an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as stamina and commitment. 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.

You can check full entitlements at the duty station at <https://app.unv.org/calculator>.

The complete UN Volunteer Conditions of Service is available at <https://explore.unv.org/cos>.”

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:**
6. **Reference checks requested by host entity:** [ ] Yes [ ] No

## 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

**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: