

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

DEUR000019--Gender Capacity Development Specialist

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

## General Information

Country of Assignment	Germany	
Host Institute	United Nations Volunteers	
Volunteer Category	International Specialist	
Number of Volunteer	1	
Duration	6 months	
Expected Starting Date	Immediate	
Duty Station	Assignment Place	Assignment Place Remark
Family Duty Station		Living Conditions

The UN Volunteer will be based in Bonn, where the United Nations Framework Convention on Climate Change secretariat and the UNV headquarters is located. Germany is at security level 1 (Minimal) and is considered non-restrictive regarding travel. Currently there are no significant security threats in general nor direct threats to UN personnel or assets within the country. It is the traveller's responsibility to comply with immigration, customs and health requirements while entering/exiting the country. Specific information regarding Bonn, which is in the German state of North Rhine Westphalia, can be found here:

<http://www.bonn-international.org/>.

## Assignment Details

Assignment Title Gender Capacity Development Specialist

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W. [www.unv.org](http://www.unv.org)

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

## Organizational Context & Project Description

The United Nations Economic and Social Council (ECOSOC) Resolution E/2011/6 notes the need for assessment of staff vis-à-vis gender equality and the empowerment of women as UN staff need the capacity to fulfil the UN's gender mandate. Furthermore, the UN System-wide Action Plan (UN-SWAP) Framework – a method in which UN entities report on progress towards achieving gender mainstreaming – includes a performance indicator to emphasize the need for an assessment as the first step to enhancing capacity.

As a UN entity, UNV is committed to promote gender equality and the empowerment of women. Therefore, a UNV-specific gender equality capacity assessment and capacity development strategy are integral to reflect UNV's mandate and learning needs of all staff, including senior managers. This, in turn, will play a foundational role of providing adequate gender-related capacities at all levels to drive progress in mainstreaming gender throughout the organization.

Deploying more than 7.000 UN Volunteers annually across the UN system UNV holds a responsibility and opportunities to support the professional development of volunteers. Gender and diversity being a priority for UNV, the organization will also increase its effort to raise awareness and skills of UN Volunteers related to Gender and Diversity.

## Sustainable Development Goals 5. Gender Equality

### Task description

Within the delegated authority and under the supervision of the Special Assistant to the Executive Coordinator and under the matrix supervision of the Team Lead, Capacity Development), the UN Volunteer Gender Capacity Development Specialist will:

- Conduct a gender equality capacity assessment exercise including through survey, interviews and focus group discussions, to determine levels of gender knowledge and understanding across UNV staff;
- Conduct a desk review of volunteer learning programmes and UNV volunteer learning approach to determine entry points for increasing gender and diversity related knowledge and skills among UN Volunteers globally.
- Based on the results of the capacity assessment exercise, develop a comprehensive gender training and capacity development strategy and an action plan for UNV staff and UN Volunteers;
- Design and implement a Gender and Diversity component for UNV's onboarding package for all UNV staff;
- Design a volunteer learning path on gender for all UN Volunteers;
- Produce gender and diversity training materials for staff and volunteers; and
- Deliver gender and diversity related training face-to-face as well as via webinars and other means.

Furthermore, UN Volunteers are required to:- 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 reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- 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.

### Results/Expected Outputs

- As an active UNV team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNV and its beneficiaries in the accomplishment of his/her functions, including:
  - A UNV-specific gender equality capacity assessment conducted and training requirements for different levels and areas of the organization identified;
  - A UNV-specific comprehensive gender training and capacity development strategy for staff and Volunteers developed, which incorporates gender trainings for all UNV staff and Volunteers, with a special in-depth gender training for members of the UNV Gender Action Team (GAT);
  - Gender-related onboarding packages for all UNV staff and Volunteers developed and piloted;
  - Gender module for UN Youth Volunteer APTs developed and implemented;
  - Concrete measures for continually assessing and evaluating the impact of gender training and capacity development is established.
  
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment
- A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

## Qualifications/Requirements

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**Required Degree Level**                      Master degree or equivalent

**Education - Additional Comments**

Advanced higher degree (Master's or equivalent) in a relevant area, e.g. Gender Studies or area related to Development Studies, Political Science or other related fields; 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.

**Required experience**                      60 months

**Experience Remark**

- At least five years of professional work experience at the national and/or international level in

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- At least five years of professional work experience at the national and/or international level in institutional gender mainstreaming, gender and capacity development, or gender equality policies/projects/programmes, or other relevant programmes;
- Experience working in the UN or other international development organizations or NGOs is an asset;
- 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;
- Sound security awareness;
- Have affinity with or interest in GEEW, volunteerism as a mechanism for durable development, and the UN System.

#### Language Skills

- English (Mandatory) , Level - Fluent
- AND - Spanish, French (Optional) , Level - Working Knowledge

#### Area of Expertise

- Gender equality and the advancement of women Mandatory

#### Area of Expertise Requirement

- Experience with the design and delivery of gender or diversity-related training/capacity development;
- Knowledge of gender equality at the institutional level and/or strong understanding of UN system, frameworks and structures, particularly those related to gender equality and women's empowerment (GEEW), is an asset.

Need Driving Licence                      No

## Conditions of Service and other information

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Condition of Service                      [Click here to view Conditions of Service](#)

#### Conditions of Service for International Specialist:

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The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,631. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

## Supervision, induction and duty of care of UN Volunteers

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UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

**Application Code** DEUR000019-4681

**Application procedure**

**\* Not yet registered in the UNV Talent Pool?**

First register your profile at <https://vmam.unv.org/candidate/signup>.

Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

**\* Already registered in the UNV Talent Pool?**

First update your profile at <https://vmam.unv.org/candidate/profile>.

Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.



Application deadline: 12 June 2019

#### Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.

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29 May 2019

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