

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

DEUR000020–UN University Volunteer in Volunteer Policy

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

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<b>Country of Assignment</b>	Germany
<b>Host Institute</b>	United Nations Volunteers
<b>Volunteer Category</b>	International University
<b>Number of Volunteer</b>	1
<b>Duration</b>	until 31-12-2019
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Bonn [DEU]
<b>Assignment Place</b>	Non-Family Duty station
<b>Assignment Place Remark</b>	

This will be a local (Bonn and neighboring cities) recruitment. No travel and settling grant funds will be available.

### 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/>.

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# Assignment Details

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**Assignment Title** UN University Volunteer in Volunteer Policy

**Organizational Context & Project Description**

The United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide. Volunteerism is a powerful means of engaging people in tackling development challenges, and it can transform the pace and nature of development. Volunteerism benefits both society at large and the individual volunteer by strengthening trust, solidarity and reciprocity among citizens, and by purposefully creating opportunities for participation. UNV contributes to peace and development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of volunteers, including experienced UN volunteers, throughout the world. UNV embraces volunteerism as universal and inclusive, and recognizes volunteerism in its diversity as well as the values that sustain it: free will, commitment, engagement and solidarity.

UNV engages around 6000 volunteer assignments annually. With an average age of 38 years and the requisite professional skills and qualifications of some 5 to 10 years relevant experience. The majority – 81 per cent – come from developing countries themselves. One third of UN Volunteers served in their own countries, with the others carrying out international assignments. The financial equivalent of programme activities exceeds US\$ 235 million annually.

UNV is headquartered in Bonn, Germany and has approximately 120 staff positions – with a large presence in Bonn and some positions with different UN peacekeeping and political missions, and in other Headquarters locations (e.g. New York and Tokyo) and Regional Offices (Nairobi, Dakar, Bangkok, Panama, and Amman).

The Volunteer Solutions Section (VSS) oversees the application of standard policies and procedures at all levels of the Volunteer Management Cycle and programme development and management as well as the coordination and facilitation of communication and collaboration with Regional Offices.

**Sustainable Development Goals** 17. Partnerships For the Goals

**Task description**

Under the overall guidance of the Policy Specialist within the Volunteer Solutions Section, the UN University Volunteer will support the Volunteer Policy Pillar of VSS as follows:

- Support implementation of the comprehensive review of the Conditions of Service and overall policy pillar strategy with the aim to ensure smooth transition and strengthen Regional Office and Field Unit diffusion of policy changes for proper implementation of the Conditions of Service, improved contract management and compliance of UN Volunteer management cycle;

- Aggregate data and draft reports using data visualization for assessing administrative streamlining impact of Conditions of Service changes and other policy innovation;
- Digital Design management of Conditions of Service policy and service offer packages as communication materials for internal and external use;
- Policy research, compilation and consolidation of information and data from a variety of relevant sources, supporting policy development and roll-out of policy instruments through research, classification and organization of data;
- Analyses of innovation trends and the policy environment surrounding the use of ICT and frontier technologies for development;
- Preparation of reports and information for various internal and external stakeholders in strategic policy planning, implementation, and communications; researches, analyzes and presents information gathered from diverse sources; prepares various written outputs;
- Assist other assigned activities within the Volunteer Policy Pillar, including Volunteer Policy Innovation Lab Yammer page for crowdsourcing agile creative thinking on volunteer management.

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

- General understanding of the work and mission of the UNV programme, and of volunteerism's contribution to peace and development effectiveness;
  - Insight and hands-on experience in UNV's broad range of operational and programmatic issues on volunteer management;
  - Insight and hands-on experience in volunteer management; and
  - Become more familiar with working in an International Organization and in a multicultural environment.
- 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

- Currently enrolled or having graduated from a Master's / Professional degree / academic programme in Public International Law, Peace and Development Policy, Frontier Technology (big data, augmented intelligence, blockchain), Social Sciences or a related field.

**Required experience** 0 months

### Experience Remark

- Excellent oral and written communications skills as well as proficiency in MS Office (Word, Excel, PowerPoint) is required.
- Knowledge of Visio and other design applications would be an asset.
- Experience in developing countries is desirable.

### Language Skills

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

### Area of Expertise

- Volunteer programmes and volunteer management Mandatory

### Area of Expertise Requirement

- Strong interest in development cooperation and in the work of the United Nations Volunteers programme.
- Interest and experience in volunteering is a strong asset.

**Need Driving Licence** No

### Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values

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- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

## Conditions of Service and other information

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Condition of Service

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

### Conditions of Service:

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) per month and 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 (choose from the drop down menu the appropriate rate here): US\$979 The VLA base rate is a global rate, while the PAM is 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 UN Volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and also in the event of a permanent reassignment to another duty station.

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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 the final repatriation travel (if applicable). 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**

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** DEUR000020-5101

**Application procedure**

Application procedure

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\* Not yet registered in the UNV Talent Pool?

Please 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?

Please 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.

Eligible candidates must be between 18 and 29 years of age throughout the duration of their service.  
Application deadline: 04 August 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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