



UN

Volunteers

Recruiting UNV volunteers

A guide for UN agencies

This guide provides some basic information for UN agencies considering the recruitment of volunteers through UN Volunteers (UNV).

Recruiting International UNV volunteers

Unless there is a special Focal Point arrangement between agencies and UNV, the host agency should inform the local UNDP Country Office Team in the country of operation or the UNV Focal Point within the UNDP Country Office, as applicable, and request support regarding the mobilization of UNV volunteers.

The agency should provide Terms of Reference, including the initial assignment length and duty station (if known at that point in time) and confirm the availability of funds for each volunteer assignment.

Based on the Terms of Reference UNV will identify, from its roster, the profiles of candidates' that best match the requirements of the position and UNV will submit these details to the host agency.

The host agency will then communicate to UNV HQ the names of selected candidates, by order of preference.

UNV will then organize interview(s) and medical exams of pre-selected candidates. As part of the selection process agencies are encouraged to conduct technical interviews on substance to determine the precise suitability of the candidate(s). Such interviews are complemented with the mandatory UNV interview at the time of recruitment, which focuses on volunteer spirit, attitude, and general suitability to work in a developing country context, their motivation, language(s), etc.

The final selection of candidates is subject to requirements such as a positive interview, medical and government clearance, etc.

After final selection, the host agency then submits the official request to UNV HQ, complete with a budget account code to charge.

When selecting UNV volunteers, due regard shall be paid to gender balance and geographical distribution, in accordance with the principles and policies of the United Nations.

United Nations Volunteers

PO Box 260 111 53153 Bonn Germany Telephone +49.228.815-2000 Fax +49.228.815-2001

Email information@unvolunteers.org <http://www.unvolunteers.org>

UN Volunteers is administered by the United Nations Development Programme (UNDP)



Recruiting National UNV volunteers

The requesting host agency Country Office should inform the the local UNDP Country Office Team in the country of operation or the UNV Focal Point within the UNDP CO, as applicable , of the required number of National UNV volunteers and provide UNDP with relevant Terms of Reference.

In a country where a National UNV volunteer Programme or Scheme does not exist, UNV HQ will collaborate with the host agency and with UNDP in the country of operation to assist UNDP in establishing a new National UNV volunteer scheme.

The host agency and UNDP offices in the country of operation will closely collaborate in the selection and recruitment of National UNV volunteers, with due regard to gender balance and geographical distribution in accordance with the principles of the United Nations.

The host agency will communicate to the UNDP Country Office any requests to extend the contracts of National UNV volunteers, prior to the end of the period of their deployment.

Recruiting UNV volunteers for other roles

At times, a UN Agency might consider UNV volunteers serving with them, to be external candidates for potential placement into vacant field staff positions and/or as candidates for other positions and short-term assignments.

The UNV programme will be pleased to see such opportunities arise, not least because they confirm the quality of the volunteers' recruitment and it pays tribute to the individual performance of the UNV volunteer.

The UNV programme prefers that UNV volunteers complete their assignment before taking up a position with a UN agency. In this regard, it has been the standard practice and a sign of good collaboration with agencies that UNV volunteers would not be picked up in the middle of their assignments. In addition to this there are some special rules and regulations in place for UNV volunteers serving/being considered for employment with DPKO and UNHCR. These rules are stipulated in the respective MOUs.

Establishing a UNV Focal Point

It is suggested that partner agencies establish permanent focal points to support the implementation of all collaboration with UNV and to maintain, through their respective focal points, regular dialogue on all areas of collaboration including administrative and operational management of UNV deployment and support to field operation.

Experience shows that UNV's partners benefit by having a UNV Focal Point as a one-stop gateway for interactions and information. In this regard, host agencies are encouraged to communicate the name and contacts of established Focal Points to UNV HQ Bonn.



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The role of Focal Points at UNV partner agencies

- (i) Liaison with UNV to obtain updated information on its policy and rules, human resources data, provisions for entitlements and financial details (changes in allowance rate, global insurance premium rate, etc), and communication with UNV on any relevant concerns of the host agency, including negotiating solutions;
- (ii) Ensuring consistency and compliance with appropriate standards in the host agency's use of UNV volunteers by systematically providing advice and guidance to the host agency's offices on updated UNV policy, rules and procedures, and disseminating the host agency policy and procedures related to the recruitment and management of UNV volunteers. Monitoring the updating of relevant programming instructions to reflect internal coordination for effective, efficient and accountable deployment and administration of UNV volunteers;
- (iii) Maintaining a global database of international and national UNV volunteers serving under the host agency, in close coordination with UNV Headquarters, the Regional Bureaus, DHRM and Field Offices. Such records should include essential data such as global number, function, location and contractual status of UNV volunteers;
- (iv) Monitoring the adherence by field offices to the standard Letters of Understanding (LOU), as well as to other global policy guidelines and financial/operational procedures on the use of UNV volunteers, as applicable;
- (v) Promoting training and capacity-building support for UNV volunteers from a global host agency's workforce strategy perspective;
- (vi) Preparing an annual report on the use of UNV volunteers by the host agency during the preceding year, for presentation to the annual Operations Review Board (ORB) session.

For further information please refer to the UNV website: www.unvolunteers.org/