

# Accepting Your UN Volunteer Contract in VMAM

As you prepare for your assignment you will be discussing a start date with your supervisor and UNV contact person.

Once you have completed all of your pre-departure requirements and your UNV contact person has confirmed your start date, they will generate your contract in VMAM.

You will then be able to accept the contract in VMAM by following the steps in this guide.

In some cases, your contract might not be generated until after you begin your assignment.

## A. Read relevant contract documents

1. **Conditions of service** are available on the UNV website.

[National UN Volunteer Conditions of Service](#)

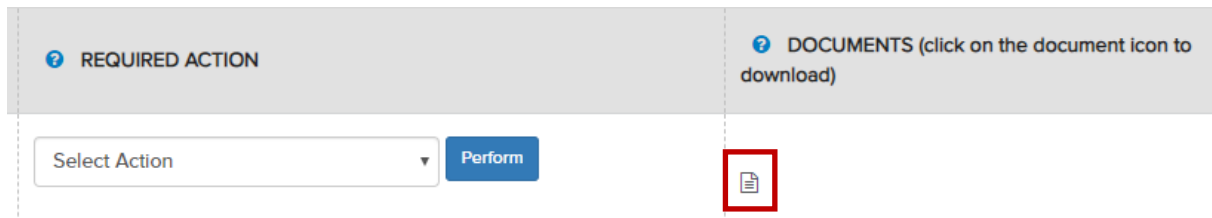
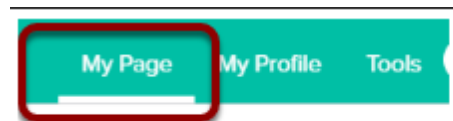
[International UN Volunteer Conditions of Service](#)

2. Your **Offer letter** was sent to you when you were selected for your assignment.

You will find these documents in My Page in VMAM.

Go to My Page in VMAM

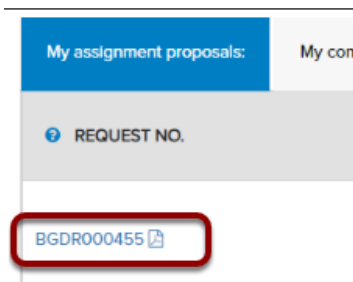
Click the document icon.



Locate the documents and click the link to open or download



3. Your **description of assignment** is available by clicking on the link in the 'Request No,' column.

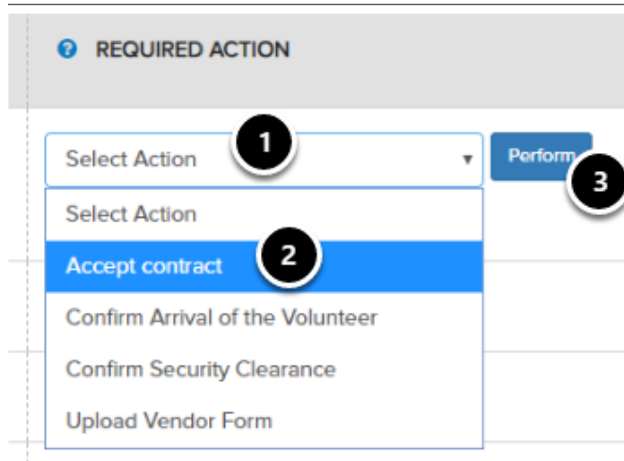


## B. Accept your contract in VMAM

You cannot perform this task in VMAM until you have completed all pre-departure requirements and your contract dates are confirmed by UNV.

You will receive a notification email when your contract is ready.

- Click the select action box, choose 'Accept contract' and then click perform



- In the popup screen, read the text of the contract carefully in full.

Accept contract



**UN VOLUNTEER CONTRACT**

Dear Ms. TXXXXXXE,

It is a great pleasure to welcome you as a UN Volunteer. The contractual terms of your assignment are as follows:

Name of UN Volunteer	Ms. Meri TXXXXXXE
Assignment title	Director of Operations
Host UN entity	UN Office in Geneva
Duty station	Geneva
Country of assignment	Geneva
UNV category	Individual
ATLAS HCM Position Number	0000000000

If for any reason you choose not to accept your contract, email your UNV contact person as soon as possible.

- Click the check box to confirm that you accept the terms of the contract and click submit.
  - accept to serve as a UN Volunteer in accordance with this contract, my Description of Assignment and applicable Conditions of Service.

**Completing the accept contract task in VMAM confirms your commitment to the contract.**

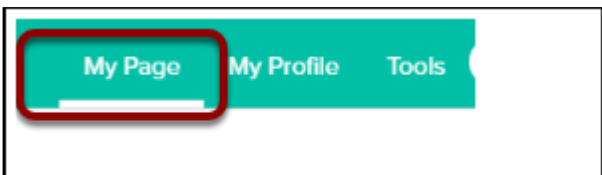
You do not need to sign a physical contract yourself unless required for other purposes (see next page)

The signature on behalf of UNV will be added to the document after you accept in VMAM.

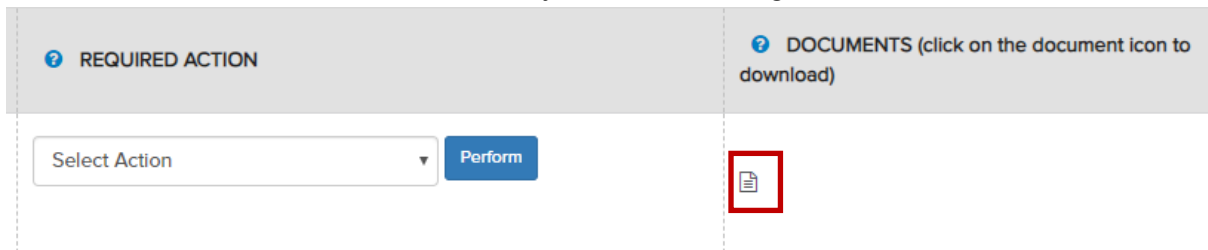
## C. Download and print your contract (optional)

Your contract is saved in VMAM and you can download it at any time if needed for records or administrative purposes.

- To do this, go to My Page



- Click on the document icon next to your current assignment



- Locate the contract document and click 'download'

 [LOCINI\\_20190902.pdf](#)

Contract

02-09-2019 14:40 , created by:

[Download](#)

[Copy link](#)

- You can now print and sign your contract for your own records.

**You do not need to send the signed contract to UNV unless requested**