

DESCRIPTION OF ASSIGNMENT

Preamble:

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.

- 1. Type of Assignment:** International UN Volunteer
- 2. Type of Assignment Place:** Family Duty Station
- 3. Assignment Title:** Youth Engagement Officer
- 4. Link with UNV Strategic Framework:** Youth
- 5. Duty Station, Country:** Colombo, Sri Lanka
- 6. Duration (in months):** 12 months
- 7. Expected Starting Date:** February/ March 2017
- 8. Host Agency/Host Institute:** UNV Field Unit
- 9. Organizational Context/Project:**

The 2030 Sustainable Development Agenda, which is universal, transformational and people-centred, aims to leave no one behind. Acknowledging that traditional means of implementation need to be complemented by participatory mechanisms that facilitate people's engagement, the 2030 Agenda explicitly names volunteer groups as actors in their own right among the means of implementation. Volunteers can facilitate and support people's engagement in planning, implementing and monitoring the Sustainable Development Goals (SDGs), thereby fostering local ownership and leveraging innovative development solutions from the ground up.

Volunteerism has a rich history in Sri Lanka and it is deeply woven into the socio-cultural fabric of the country. This is reflected in the National Survey on Volunteerism which states that over 40% of the population in each province is engaged in volunteering activities. In 2014 UNV Sri Lanka launched "Sri Lankan Youth: Volunteering to Make a Difference" which captures different dimensions on youth and volunteerism in Sri Lanka. According to the survey, 74% of respondents believe that volunteering contributes to the development of Sri Lanka.

In a dynamic national and international context, volunteerism is well positioned to be a tool to achieve SDGs and support the implementation of the UN Development Assistance Framework (UNDAF). In this

respect, volunteers can widen dialogues spaces, design innovative models for stakeholder engagement and support the data revolution by tapping on peoples' experiences as a new form of data.

The United Nations Volunteers (UNV) programme is the UN organisation that supports sustainable human development globally through the promotion of volunteerism, including the mobilisation of volunteers. It values free will, commitment, engagement and solidarity which are the foundations of volunteerism. UNV, as chair of the UNDAF Youth Mechanism, is closely working with other UN agencies to mainstream the Youth Framework to cross cutting thematic areas.

10. Description of tasks:

Under the direct supervision of the UNV Programme Officer the UN Volunteer will undertake the following tasks:

- Work closely with the UNV PO to coordinate the activities of the UNDAF Youth Mechanism and of the UNV Sri Lanka Youth Portfolio
- Support the development of partnerships and network with youth-led and youth-serving organisations, NGOs, non-traditional actors, local media and academia to foster an enabling environment for youth volunteerism
- Assist in conducting horizon scanning on innovative youth volunteer practices, crowdsourcing and data gathering through volunteers
- Support the documentation and consolidation of lessons learnt, good practices, volunteer stories and audio-visual material demonstrating the contribution of youth volunteering and youth engagement to SDGs
- Contribute to the implementation of the social media strategy (Facebook, Twitter, YouTube, Instagram) in preparing relevant posts and blog entries
- Support the organization and planning of International Youth Day Observance and other youth-related event/activity.
- Perform other related tasks and responsibilities as requested.

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;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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.

11. Results/Expected Outputs:

- Engagement of UNV Sri Lanka with regard to youth and youth volunteering is enhanced and activities implemented.

- Advocacy opportunities for youth volunteering identified and the involvement of UNV in various other projects/programmes facilitated.
- Knowledge gathered and shared on the relevance of youth volunteerism for SDGs
- UNDAF Youth Mechanism and other youth-related UNV activities are implemented
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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 development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

12. Qualifications/Requirements (including competencies, values and skills):

A) Qualifications, skills, experience:

Degree level: Bachelor's degree

Type of Degree: Development studies, international relations, economics, peace and conflict studies, social sciences, or any other related field

Years of work experience: At least 2 years of work experience, preferably in coordination or project management.

Language: English

Driving license required: No

Computer skills:

- Experience in the use of computers and office software packages (Word, Excel, PowerPoint, social media, and others)
- Competency and experience in internet and social networking tools (i.e. Facebook, Twitter and YouTube) desired

Other Skills:

- Good knowledge and practical experience in youth development issues, youth volunteerism, would be an advantage
- Responsible and accountable, with good capacity to work on sensitive issues
- Demonstrates good judgment, especially under pressure
- Motivated to contribute towards peace and development and to serve others;
- Good interpersonal, networking and communication skills;
- Willingness to contribute and work as part of a team;
- Flexible and open to learning and new experiences;
- Respect for diversity and adaptability to other cultures, environments and living conditions;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;

B) Competencies and values:

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations.
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups;
- Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

13. Living Conditions:

Colombo is situated on the Western Province of Sri Lanka and is the commercial capital of the country. Colombo is located on the west coast of the island and adjacent to the administrative capital, Sri Jayawardenepura, Kotte.

The climate is fairly temperate all throughout the year but humidity is usually high. From March to April the temperature averages around 31 degrees Celsius (88 degrees Fahrenheit). The only major change in the Colombo weather occurs during the monsoon seasons from May to August and October to January when heavy rainfalls occur.

Sri Lanka became a member of the United Nations on 14 December 1955.

14. Conditions of Service for international UN Volunteers:

The duration of your assignment is 12 months.

A 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\$ 1,571. 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 example, if the PAM for the current month is 54.6%, then the VLA for that month will be $(US\$ 1,571 \times 54,6 / 100) + 1,571 = US\$ 2,429$. Moreover, a Family Allowance (FA) is added in accordance with the number of recognized dependents: US\$ 250 if the UN Volunteer has 1 recognized dependent, and US\$ 450 if the UN Volunteer has 2 or more recognized dependents. Accordingly the VLA will be US\$ 2199 for a volunteer without dependent; US\$ 2449 for a volunteer with one recognized dependent and US\$ 2649 for a volunteer with two or more recognized dependents.

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.

15. Application Procedure:

If you have not yet registered in the UNV database, please apply by registering your profile at <https://ereta.unv.org/html/index.php?module=myprofile>. Important: Once you have created your UNV account by validating your email address, please complete all sections of your profile.



Go to 'Special Recruitment' section on the left menu, click on the 'Edit' button and select the advertisement code "16FFJPN_SLK" from the drop down list. Please do not forget to click the 'Update' button.

If you are registered in the UNV database, please update your profile at: <http://myprofile.unv.org> click on the 'Special Recruitment' option on the left menu, then click on the 'Edit' button and select the advertisement code "16FFJPN_SLK".

Application deadline is 15 December 2016. Only short-listed candidates will be contacted.

This assignment is funded by the Government of Japan, therefore only nationals from Japan are eligible to apply. Please note that if you have previously served as a UN Volunteer (funded by JICA as a former Japan Overseas Cooperation Volunteer) you are not eligible to apply.