

# International UN Volunteer Recruitment Checklist

## Step 01

3 days |   

### UNV Overview

- Familiarize yourself with;
  - [Introduction to UNV's mission, mandate, and values.](#)
  - [History of UNV.](#)
  - [Promoting Volunteers for the SDGs.](#)
  - [UNV Brandbook.](#)

### Benefits, Entitlements, and Support Systems

- Learn about;
  - **UNV** Conditions of Service.
  - Your allowances, benefits, and entitlements.
  - Volunteer learning and reporting opportunities.
  - Safety and security.
  - Duty of Care - Protection and Prevention.
  - FAQ.

### Profile update and Offer

- Open your selection email you received earlier.
- Follow the link included to complete your profile information in **VMAM**.
- Upload a passport copy, academic credentials, and applicable dependent birth and marriage certificates.

- **i** Ensure all information and certificates are updated accurately as an error will delay processing of your offer letter.
- **UNV** validates your profile information and certificates.
- You receive the offer letter via email within **3** working days.

## Step 02

3 days |   

### Acceptance of Offer

- Read the following documents:
  - [Your offer letter.](#)
  - [Description of Assignment \(DOA\).](#)
  - [The UNV Conditions of Service \(COS\) handbook](#)

- Accept the offer via **My Page** in **VMAM**.
- **i** By accepting the offer, you agree to abide by the policies, regulations, and related processes outlined in the **UNV** Conditions of Service.

## Step 03

1 day | 

### Visa

- Immediately get in touch with your UNV contact person for guidance on entry visa(s).
- Follow the instructions provided to secure your entry visa.

- **i** You may also need to secure a transit visa based on your travel itinerary. This process is different for each country and may take several days to weeks.

## Step 04

7 days |       

### Medical Examinations and Vaccinations

- Complete the [Employment Medical Review Questionnaire \(MS3\)](#) and P158 form.
- Email the forms to **UN** Medical Services at: [unogmedicalservice@un.org](mailto:unogmedicalservice@un.org)
- Once done, immediately inform your **UNV** contact person.
- Get the vaccines essential for your duty station. Check the following websites for information on

mandatory/recommended vaccinations.

- [www.who.int/ith/en/](http://www.who.int/ith/en/)
- [www.cdc.gov/travel/travel.html](http://www.cdc.gov/travel/travel.html)

**i** **UN** Medical Services may contact you for additional tests or information.

**i** Your **UNV** contact person will follow-up on medical clearance - it may take up to **7+** working days.

### Bank Information

- Complete and upload the [form for bank details](#) to your profile using My Page in VMAM.

**i** If possible, we encourage you to open a USD or

Euro bank account to allow faster bank transfers.

**i** Ensure all information is accurate as an error will delay payment of your entitlements.

## Beneficiary Information

- Download the [beneficiary form](#).
- Fill out and upload the completed and signed form to **VMAM** using the 'Upload beneficiary form' task.

**i** UNV and Cigna Insurance use the information in this form in the event of a UN Volunteer's death while on assignment to ensure life insurance and other payments are made to their chosen beneficiaries.

## Mandatory Online Courses

- Complete the **3** mandatory **e-courses** on **e-Campus** prior to departure to duty station.
  - [BSAFE security training](#)
  - [Prevention of Harassment, Sexual Harassment and Abuse of Authority](#);
  - [Prevention of Sexual Exploitation and Abuse](#).
- Upload certificates to your **My Page** prior to departure.
- Complete the **3 UNV** core **e-courses** as well.
  - [UNV and Volunteerism](#);
  - [Ethics and Integrity as UN Volunteer](#);

- [Cultural awareness and working in cross-cultural environments](#).
- keep certificate of completion for record and spot check.
- Read the following document
  - [Volunteer Toolkit: Promoting Volunteerism for Peace and Development](#) .

**i** Mandatory courses must be completed prior to entry on duty - upload certificates to **VMAM** through **My Page**.  
**i** Core courses should be ideally completed before entry on duty, but, latest within **3** months of commencement of service - keep certificate of completion for record.

## Step 05

10 days | 

## Contact Host Entity

To prepare for your assignment, we suggest that you have a discussion with your supervisor or colleague to:

- Gain role clarity on tasks you will be expected to perform;
- Understand learning and training opportunities;
- Understanding of the organizational culture, work environment and relationships with colleagues;
- Identify and connect with a "**buddy**" in your team; and,
- Confirm your expected entry on duty date.

**i** Research suggests that orientation on role, learning and training, and supportive relationships are directly related to your role mastery, self-efficacy beliefs, and performance.

**i** We recommend that you establish a briefing session with your supervisor prior to departure to start developing the relationship and support your professional development during the assignment.

## Pre-departure Expenses & Settling-in-Grant (SIG)

- Once you complete the steps above, **UNV** will transfer pre-departure expenses to your bank account.
- This includes the following entitlements;
  - [Pre-departure entitlements](#)" (not applicable for University volunteers).
  - [Lump-sum for travel](#).
  - [Lump-sum for shipment of personal effects](#).
  - [Settling-in-Grant](#) (if applicable).

- i** Refer to your offer letter for details on payable expenses.
- i** This process may take up to **10** business days.
- i** You may not be able to access funds locally and the monthly allowance is paid at the end of the month.
- i** Please carry SIG with you to pay for your accommodation and utilities upon arrival.

## Travel Arrangements

- Your **UNV** contact person will provide you with a lumpsum payment for your airfare to the duty station.
- You are expected to buy your own air ticket(s) with this payment unless advised otherwise by your contact person.
- Your contact person will confirm your expected travel date - do not purchase your ticket until this is confirmed.
- Email a copy of your confirmed ticket to your host agency focal person for arrival logistics, cc. **UNV** contact person.

**i** We advise you to compare arrival dates, prices, airlines, and routing before you buy a ticket.

**i** Contact your **UNV** contact person if you are unable to find tickets within the lumpsum quote.

**i** Do not begin your travel until you have secured all required visas, including transit visas or you have confirmation that visas are available or will be issued upon arrival.

## Security and Final Clearance

- Specific instructions on how to register and secure security clearance will be provided via email.
- Up to **3** days in advance, follow instructions to update profile information, apply and secure security clearance.
- Security clearance will be delivered to you via email from **UNDSS/TRIP**.
- Upload security clearance confirmation in your **My Page** in **VMAM**.
- i** You must not travel until you have received all relevant clearances.
- i** It is mandatory for all **UN** personnel to register on **TRIP**.
- i** Once you have an official email address, you must re-register yourself on **UNDSS TRIP** and update your profile information including local contact information for emergencies.

## Congratulations!

- You are now all cleared to start your assignment as a UN Volunteer.
- Before you start your assignment, ensure that you:



Carry a valid ID/passport, bank/credit cards and cash, copy of the offer letter, and other relevant documents.



Have arrival logistics information, including approved taxi services, hotels, and maps.



Have backups of your documents in a USB or virtual drive.



Have your host entity contact information and up to date security information including **UNDSS** contact names and numbers (refer Travel Advisory at [dss.un.org](https://dss.un.org)).