

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

TLSR000030--Gender Officer

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

Country of Assignment	Timor Leste
Host Institute	United Nations Development Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 Months
Duty Station	Dili
Assignment Place	Family Duty Station
Assignment Place Remark	

T. +49 (0) 228-815 2000

F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany

W. www.unv.org

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

Support the National Social Inclusion Officer and women's organizations in organising workshops and trainings to encourage women to participate in political debates and election activities;

Support gender equality advocates, both within government and non-governmental organisations, to have a stronger voice in decision-making process during the elections;

Conduct a training needs assessment from a gender perspective and implement identified trainings with staff of the EMBs.

Assist in building institutional capacities and facilitation of knowledge building and management for the promotion of gender equality, and women's right.

Provide technical support to the EMBs and women's organisations with a view to building institutional capacities for the promotion of gender equality, and women's rights.

Support the capacity development of EMB staff to maximise their potential and optimise the existing gender knowledge in the office;

Contribute to knowledge networks and communities of practice;

Coordinate the gender activities of UNDP's election programme with UN Women.

Perform any other tasks assigned by a supervisor.

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.

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.

Results/Expected Outputs

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

We are inspiration in action

F. +49 (0) 228-815 2001

W. www.unv.org

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

The key results are expected to have an impact on the electoral process in Timor-Leste and the UNDP assistance towards that purpose. Particularly, the results have an impact on the delivery of:

Comprehensive strategy for the promotion of gender mainstreaming and women's participation in the field of electoral administration and electoral affairs;

Development of advocacy platforms for civil society and government for addressing issues of women's participation in electoral administration and electoral affairs;

- 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

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

Type of Degree: Gender studies, Law, Political science, Social Sciences, Anthropology, Social Work, International Relations, Development Studies, Human Rights or related field.

Years of Required Work Experience 24 months

Experience Description

Minimum 2 years of relevant experience at the national or international level in the field of gender mainstreaming and in needs assessment, planning and implementation;

Language Skills

- English (Mandatory), Level - Fluent

DoA Expertise

- Gender equality and the advancement of women (Mandatory)

Additional Requirements for Area of Expertise

Need Driving Licence No

Competencies & Values

- Accountability

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Planning and Organizing
- Professionalism
- Working in Teams

Conditions of Service and other information

Condition of Service

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

Conditions of Service for International Specialist:

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) 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\$ 1,587. 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, kindly enter the link [Calculator](#)

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.

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

We are inspiration in action

F. +49 (0) 228-815 2001

W. www.unv.org

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

Application Code TLSR000030-2101

Application procedure

** 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.

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 under *Japan Trust Fund*, you are not eligible to apply. If you are a former *Japan Overseas Cooperation Volunteer* (JICA-JOCV) and eligible to apply for JICA funded UN Volunteer assignments, you are not eligible to apply for this assignment funded by the Government of Japan.

Application deadline: 16th June 2017.

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.

T. +49 (0) 228-815 2000

F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany

W. www.unv.org

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).