

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

IDNR000198--Volunteerism Mainstreaming 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	Indonesia
Host Institute	Resident Coordinator Office
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	until 31-12-2021
Expected Starting Date	Immediate
Duty Station	Jakarta [IDN]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

The position will be based in Jakarta, the capital of Indonesia, where basic living needs, including accommodation, banking facilities, medical facilities and telecommunications/internet services are readily available. All staple foods can be found in the markets, e.g.: rice, meat, vegetables, fruit, cooking oil, salt, etc.

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials in the duty station. National UN Volunteers are part of the insurance plan (medical, life, permanent disability), including recognized the primary family unit (dependents) if applicable.

- National UN Volunteer Specialist receives approximately IDR 8,237,403.08 as Monthly Living Allowance.
- Provided with assignment travel cost and settling in grant (if relocated to duty station from another location which is beyond the commuting distance).
- Enrolled in health, life, disability insurance.

- Applicable dependents (primary family unit, up to 3) are eligible for health insurance.
- Entitled to annual leave, 2.5 days per month.
- Provided with resettlement allowance to support transition at the end of assignment.

For more information about UNV Conditions of Service and Entitlements, please refer to the following:

- <https://www.unv.org/become-volunteer/volunteer-your-country>
- <https://vmam.unv.org/calculator/entitlements>

Assignment Details

Assignment Title Volunteerism Mainstreaming Officer

Organizational Context & Project Description

This National UN Volunteer assignment is jointly hosted by the UN Resident Coordinator's Office and UNV Regional Office for Asia and the Pacific, to leverage contributions of volunteerism and UN Volunteers' support in the UN programmes/projects as well as other related activities in Indonesia.

UN Resident Coordinator's Office

The Resident Coordinator's (RC) Office provides the necessary support, analysis and information to allow the RC to co-chair key coordination fora by identifying priorities and setting agendas. The RC can take the lead on common issues that require the UN Country Team to speak with one voice and present a common position and/or view. On this basis, the Resident Coordinator's Office is also positioned to strengthen collaboration within and between development partners and promote more comprehensive and multi-faceted programming and use of technical expertise. Partnerships are critical to leveraging all the interests, knowledge and resources necessary to achieve collective results.

The Resident Coordinator's Office with its current structure is well-positioned to provide strategic and operational coordination support for development partners to achieve efficiency and optimal use of limited resources against priorities.

UN Volunteers (UNV) programme

The United Nations Volunteers programme contributes to peace and development through volunteerism worldwide. We work with partners to integrate qualified, highly motivated and well supported UN Volunteers into development programming and promote the value and global recognition of volunteerism.

UNV headquarters are based in Bonn, Germany, with 6 Regional Offices around the world. UNV deployed over 9,400 UN Volunteers in about 150 countries in 2020.

For more information about UNV, please refer to UNV global website (<https://www.unv.org/>); UNV Strategic Framework 2018-2021; (<https://www.unv.org/about-unv/unv-strategic-framework-2018-2021>); as well as UNV Annual Report 2020 (<https://www.unv.org/Annual-report/Annual-Report-2020>).

Sustainable Development Goals 17. Partnerships For the Goals

Task description

The National UN Volunteer Volunteerism Mainstreaming Officer will be based in Jakarta. S/he will be working under the overall guidance of the UN Resident Coordinator and UNV Regional Manager and the matrix supervision of the Head of the UN Resident Coordinator's Office and the Regional Portfolio Specialist of the UNV Regional Office. S/he will also work in close collaboration with other UN agencies operating in Indonesia, UN inter-agency thematic groups as well as government and non-government partners, by carrying out the below outlined roles and responsibilities :

- Assist mainstreaming of volunteerism in key intervention areas of UN in Indonesia, such as COVID-19 response and recovery; youth; prevention of violent extremism, peace building; environment & climate change, etc.

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F. +49 (0) 228-815 2001

W. www.unv.org

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- Identify opportunities for UN Volunteer mobilization and innovative volunteering initiative integration in UN programmes/projects, including online volunteering, in the context of One UN approach and joint programming.
- Identify and assist forging partnership opportunities with ministries, universities and private sector on UNV fully funding program.
- Plan and lead International Volunteer Day 2021 celebration with UN partners, government partners and volunteer involving organizations.
- Assist the 4th State of the World Volunteerism Report launch and public engagement in Indonesia.
- Identify and carry out UN Volunteer team building and capacity development activities in Indonesia.
- Promote contributions of UN Volunteers and local volunteers in Indonesia for creating synergy in peace building, development cooperation and humanitarian response through identification and dissemination of volunteer and partnership stories.
- Any other relevant tasks may be assigned by the UN Resident Coordinator's Office and UNV Regional Office for Asia Pacific.

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- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- 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

As an active team member of the UN Resident Coordinator's Office and UNV Regional Office for Asia and the Pacific, efficient, timely, responsive, client-friendly and high-quality support rendered to the offices and beneficiaries, by accomplishing the roles and responsibilities outlined under the Task Description of this Description of Assignment in partnership with the key stakeholders.

- 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

- Majored in Social Science, Political Science, International Relations, Development Studies, and/or related fields

Required experience 36 months

Experience Remark

- At least 3 years of professional work experience at the national or international levels in the field of volunteerism, civic engagement, partnership, advocacy, development cooperation, and/or related fields.
- Experience in working with the UN, Government, NGOs, Volunteer Involving Organizations or other international development organizations is a strong asset.

Language

- Indonesian (Mandatory) , Level - Fluent
- AND - English (Mandatory) , Level - Fluent

Area of Expertise

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- Volunteer programmes and volunteer management Mandatory
- Resource mobilization, partnership and donor coordination Mandatory
- Other development programme/project experience Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- Working in Teams

Conditions of Service and other information

Condition of Service

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

Conditions of Service:

Note on novel coronavirus – COVID-19.

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The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

Supervision, induction and duty of care of UN Volunteers ([Roles and Responsibilities of Host Entity](#))

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration and official processes;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- Leave management;
- DSA for official travel, when applicable;

- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

Application Code IDNR000198-10009

Application procedure

* Not yet registered in the UNV Talent Pool?

First register your profile at <https://vmam.unv.org/candidate/signup>.

Important: After creating your account, complete all sections of your profile including contact details and two references and submit it. Incomplete profiles shall not be considered. 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?

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.

FOR National UN Volunteer assignments ONLY

This is a national UN Volunteer assignment, therefore only nationals of above-mentioned Country and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

For further details, please click on the link below.

Application deadline: 06-08-2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/SUROUjAwMDE5OA==>

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.