

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

## IDNR000209--Youth Engagement 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

<b>Country of Assignment</b>	Indonesia
<b>Host Institute</b>	United Nations Children's Fund
<b>Volunteer Category</b>	National Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Jakarta [IDN]
<b>Assignment Place</b>	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 entry lumpsum if applicable.

- 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 exit lumpsum 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

Youth Engagement Officer

## Organizational Context & Project Description

Indonesia has 65 million young people (out of 264 million population, or 28%) aged 10 to 24 years, including 46 million (18%) adolescents aged 10 to 19 years. This high proportion of young people – often called the “demographic bonus”- are key to Indonesia achieving the Sustainable Development Goals (SDGs).

According to the Convention on the Rights of the Child, the State, as the ultimate duty-bearer, has obligations to create an enabling environment that allows the views of children, adolescents and youth to be heard on practices and policies that directly or indirectly concern them. This is why a crucial part of UNICEF’s mandate is to provide young people with opportunities and platforms through which adolescents and youth can build skills, identify their priorities, communicate in their own way and learn from their peers so they are better equipped to take an active role in society.

UNICEF Indonesia’s strategy for engagement with young people seeks to ensure that they are able to drive positive change – social, economic, political – in their societies. To do that, UNICEF supports an engagement model that promotes active citizenship by supporting adolescents and youth to act on issues that matter for their future. In doing so UNICEF supported many platforms for example, the Mitra Muda and U-Report.

Through the creation of the Mitra Muda, UNICEF aims to provide adolescents and youth with opportunities and platforms that support their civic engagement journey through various online and offline activities. Bringing together existing youth networks in the country and leveraging their resources for greater impact.

U-Report is the digital communication platform led by UNICEF to engage with young people and get their opinions, feedback and concerns on issues that matter to them to support policy-making process. In Indonesia, the mechanism is available via messenger in Facebook and WhatsApp, based on a chatbot system for polls, quiz, information portal, etc. The online engagement is available in the social media feed in Instagram, Facebook, and Twitter.

The UNV will be placed in the Communication and Public Advocacy section, working closely with four units in the Communication sections and other programme team especially the Adolescent programme. Under the guidance of the supervisor, the UNV will be expected to work cross-sectorally with other UNICEF programme and units (Health, Nutrition, WASH, child protection, social policy, and education, etc.).

## Sustainable Development Goals

17. Partnerships For the Goals

## Task description

Under the direct supervision of the Communication Officer (Youth Engagement) and general guidance from the C4D and Youth Engagement Manager, the UN Volunteer will undertake the following tasks:

- Support the advocacy and programme implementation regarding young people’s participation across programme clusters, especially through a meaningful engagement with Mitra Muda.
- Assist the development and implementation of Mitra Muda’s working agenda as it fits UNICEF Indonesia’s priorities, including

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but not limited to reviewing, mentoring, and linking to relevant advocacy and commemoration opportunities.

- Provide capacity building support to the core team of the Mitra Muda youth engagement network and other members of the network.
- Support the linkages of Mitra Muda with civil society partners, youth-led organizations and other UN agencies on adolescent and youth issues.
- Strengthen team spirits among Mitra Muda members through online and offline engagements, and provide the needed coaching and mentoring support.
- Support the implementation of U-Report Indonesia, ranging from the technical process in RapidPro, creative content production and online community management in social media, and the scaling strategy for U-Reporters recruitment.
- Contributes to the knowledge management to document lessons learnt and good practices on the adolescent and youth participation initiatives, especially for the Mitra Muda's involvement.
- Support any relevant Communication and Public Advocacy initiative related to adolescent and youth engagement.

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

- Mitra Muda network is engaged meaningfully in UNICEF Indonesia's programmes.
  - Workplan and working agenda for Mitra Muda are developed, adapted and implemented.
  - U-Report platform in social media and bot system maintained, including creative content strategically produced and the numbers of U-Reporters recruited growing.
  - Participation in adolescent and youth related meetings/events and meeting notes provided, highlighting key summaries and action points.
  - Effective and timely support for office wide, cross sectoral adolescent and youth engagement/programming.
- 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

- A Bachelor degree in communication, digital media, youth development, international relations, social sciences, or other relevant fields.

**Required experience** 24 months

#### Experience Remark

- Demonstrated interest and/or experience in working with young people and designing creative content, including creative writing for blogs.
- Experience of working in the creative sector is desirable.
- Experience working with young people and communities is essential.

- Relevant experience working in an international context and technical bot development is considered as an asset.

#### Language

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

#### Area of Expertise

- Capacity building of non-governmental organizations Mandatory
- Community participation and development Mandatory
- Other communications related 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:

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Note on novel coronavirus – COVID-19.

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** IDNR000209-10613

#### Application procedure

**doa.apply\_url** <https://vmam.unv.org/candidate/show-doa/SUROUjAwMDIwOQ==>

#### 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.*