

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

INDR001669--UNV Programme Support Associate

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	India
Host Institute	United Nations Volunteers
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	New Delhi [IND]
Assignment Place	Family Duty Station

Assignment Place Remark

Living Conditions

New Delhi and the surrounding National Capital Region is a large and bustling metropolis of some 14 million people undergoing rapid changes. The capital city is an administrative, cultural and commercial center with modern amenities and well connected by air. It is a safe place with large expatriate community drawn from embassies, UN agencies, MNCs and foreign businesses. It has short moderate winter and long hot summer.

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.

Assignment Details

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A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

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Assignment Title

UNV Programme Support Associate

Organizational Context & Project Description

The United Nations Volunteers (UNV) programme, headquartered in Bonn Germany, 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 is active in around 130 countries every year. The UNV Regional Office for Asia and the Pacific in Bangkok, one of six Regional Offices in different locations around the world, brokers opportunities for the mobilization of UN Volunteers in support of the UN system's activities on peace and development, as well as to support volunteerism as a form of civic engagement through increased capabilities and regional partnerships with UN and non-UN entities. In addition, the Regional Office provides technical assistance to UNV's Field Units at the country level and countries with no UNV field presence.

Under the overall supervision of the Regional Manager for Asia and the Pacific and direct supervision by the UNV Programme Analyst in India, the Programme Support Associate contributes to the effective outreach leading to increased mobilization and placement of UN Volunteers, and supports advocacy efforts and position of UNV in the country, in line with UNV's Strategic Framework. The Programme Support Associate also provides administrative, management and operational assistance in the UNV Field Unit.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Within the delegated authority and under the supervision of the Programme Analyst (Country Coordinator) or his/her designated mandated representative(s), the Programme Support Associate will:

Assistance with advocacy, partnerships and demand generation for onsite and online volunteers

- Support outreach activities towards UN host entities, for information on UNV offer and volunteer demand generation;
- Act upon volunteer mobilization forecasting for online and onsite Volunteer assignments with UN host entities, particularly in supporting the development and timely submission of Descriptions of Assignments, confirmation of funds and review of registration request of local organizations to UNV Online Volunteering service
- Support UN Country Teams in advocacy for volunteerism, including for International Volunteer Day (IVD) events.
- Support advocacy campaigns with local volunteer involving organizations;
- Draft routine correspondence and reports in accordance with standard internal procedures;
- Support the Programme Analyst in compiling basic documentation and information and collecting data for routine correspondence and reports;
- In close coordination with the Communications Associate in the Regional Office, support the preparation, dissemination and presentation of country-specific promotional information on the mandate and work of UNV with relevant development partners and the media.

Talent acquisition and volunteer support

- Support the acquisition of local candidate talents in coordination with the Volunteer Services Centre (VSC) and as per the corporate talent acquisition plan;
- Monitor the contractual status of all serving UN Volunteers and flag to VSC follow-up actions;
- Maintain up to date contact records of all serving UN Volunteers and their recognized dependents;
- Assist on the logistical and travel arrangements of arriving UN Volunteers and their recognized dependents;
- Liaise with relevant UN Host Entities to facilitate government clearances, entry visas and resident permits of incoming UN Volunteers and their recognized dependents;
- Provide the necessary support to UN Volunteers upon arrival, to open bank accounts as well as to complete forms required for residence permits, etc.;
- Undertake tasks for the local support of the UN Volunteers and recognized dependents in the country, including in the cases of medical evacuation, security evacuations or death of a UN Volunteer;
- Assist VSC in ensuring that all conditions are met before paying final entitlements to UN Volunteers at the end of their assignment.

Administrative and logistical support

- Maintain inventories of all UNV-supplied, non-expendable equipment, and ensure records of all items purchased for UNV-executed projects are submitted to UNV headquarters;
- Maintain general office files and keep information and reference material in a manner that allows easy reference and retrieval;
- Perform other duties, related to the assignment, as may be required.

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 UNV Field Unit team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNV and its beneficiaries in the accomplishment of her/his functions, including:
 - Effective support to the UNV programme in India
 - Growing number of UN Volunteers and UN partnerships
 - Timely duty of care for UN Volunteers
 - Increased satisfaction of UN Volunteers with their assignments
 - Proper operational management and inventory.
- 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

Bachelor's degree in a relevant area, partnerships, marketing, human resources, or business administration.

Required experience 36 months

Experience Remark

- At least 3 years of professional work experience at the national and/or international level in programme administration and support. Experience with volunteer organizations is an asset, as is experience working in the UN or other international development organization;
- Solid computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with web-based systems; and office technology equipment;
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Language

- Hindi (Mandatory) , Level - Fluent
- AND - English (Mandatory) , Level - Working Knowledge

Area of Expertise

- Development programme management Mandatory

Area of Expertise Requirement**Need Driving Licence** No**Competencies & Values**

- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Professionalism

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.

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.

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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

INDR001669-10642

Application procedure

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doa.apply_url

<https://vmam.unv.org/candidate/show-doa/SU5EUjAwMTY2OQ==>

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.

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