

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

THAR000434--OMT Secretariate

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>	Thailand
<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>	Bangkok [THA]
<b>Assignment Place</b>	Family Duty Station

### Assignment Place Remark

A national specialist UN Volunteer serving in Thailand receives a Volunteer Living Allowance (VLA), which is composed of a Monthly Living Allowance (MLA) of THB 47,507.

### Living Conditions

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

**Assignment Title** OMT Secretariate

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**F.** +49 (0) 228-815 2001

**W.** [www.unv.org](http://www.unv.org)

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

### Organizational Context & Project Description

The UN Thailand Operations Management Team was co-chaired by Ms Kazumi Ikeda-Larhed (FAO) and Mr Rajesh Kayastha (UNICEF) from April 2021. The OMT reports to the UNCT and the Resident Coordinator. The UN Thailand OMT is composed of administration/operations staff of all UN entities based in Thailand, ie.

country, regional and Secretariat ones. There is also a regional OMT chaired by the regional DCO, ESCAP (Bangkok) and WFP (Manila), that is composed of operations staff of the Asia-Pacific Region.

### Sustainable Development Goals

2. Zero Hunger

### Task description

Within the delegated authority and under the supervision of OMT co-chairs or his/her designated mandated representative(s), the UNV OMT secretariate will:

- Organize OMT meeting on a monthly basis with the possibility of the ad-hoc in case of emergency as recommended by the RC office, UNCT, or OMT;
- Produce accurate Minutes of OMT meetings, and coordinate and track progress on outcomes from the meeting decisions;
- Update repository of OMT documents in OMT SharePoint;
- Act as focal person for Business Operations strategy and ensure its regular update;
- Follow up with concerned OMT members on actions recommended by the OMT;
- Update the OMT member list;
- Any other related tasks as may be required or assigned by the supervisor(s);

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 OMT team member, efficient, timely, responsive, client-friendly and high-quality support rendered to OMT and its beneficiaries in the accomplishment of her/his functions, including:
  - Promptly provide support in case of immediate need e.g relating to COVID-19 response.
  - Provide support to various UN entities in Thailand related to OMT business.
  - Maintain good relationship with various entities for efficient coordination.
- 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

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Bachelor's degree in a relevant area, i.e. administration.

**Required experience** 36 months

#### Experience Remark

- At least 3 years of professional work experience at the national and/or international level in administration, or other relevant programmes; experience with coordinating with various international organizations is an asset, as is experience working in the UN or other international development organization;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Sound security awareness;
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#### Language

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

#### Area of Expertise

- Administration and administrative assistance Mandatory

#### Area of Expertise Requirement

**Need Driving Licence** No

#### Competencies & Values

- Adaptability and Flexibility
- Commitment to Continuous Learning
- Integrity
- Professionalism
- 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;

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- 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**

THAR000434-10149

**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.

***Post is 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:** 08-08-2021

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