

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

THAR000441--Programme Management Assistant

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	Thailand
Host Institute	United Nations Environment Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Bangkok [THA]
Assignment Place	Family Duty Station

Assignment Place Remark

Living Conditions

Thailand is located in Southeast Asia. The climate is tropical, with the monsoon season running from May/June through October/November. Bangkok is the capital of Thailand, and it is also the most populated city in the country. It is located in the Chao Phraya River delta in the central part of the country. Over the past decades, Bangkok has grown rapidly with little urban planning or regulation. This has led to traffic congestion and air pollution, and there is frequent flooding of streets during the rainy season in the City's low-lying areas.

The cost of living in Thailand is relatively low, as compared to many other capitals in Southeast Asia. Housing is widely available in various sizes and at various price points. Private healthcare in Thailand is of excellent standard, and there are numerous top hospitals in Bangkok, which fall far below countries like the US in terms of price. There are numerous high-quality international schools available in Bangkok, with English as the language of instruction. Bangkok has different public transportation options, including the BTS Skytrain and MRT Underground, metered taxis, mobile-based ride-hailing services (Grab, All Thai Taxi, etc.), tuk tuks, motorbike taxis, buses

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and boats.

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 Programme Management Assistant

Organizational Context & Project Description

The United Nations Environment Programme is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. UN Environment Programme Asia and the Pacific Office helps to implement its global programmes in the regions by initiating, coordinating and catalyzing regional and sub-regional cooperation and action in response to environmental problems and emergencies.

The position is located in the Chemicals, Waste, and Air Quality Sub-programme of Asia and the Pacific Office and will support implementation of the "Project for promoting Minamata Convention on Mercury by making the most of Japan's knowledge and experiences." This project aims to strengthen the enabling capacity of countries to generate and apply scientific information in their legislations, policies, and so on. The project expects strengthening capabilities of the analytical institutions in the region to meet the international standards.

Sustainable Development Goals 12. Responsible Consumption and Production

Task description

The UN Volunteer, as part of the Chemicals, Waste, and Air Quality Sub-programme of the UNEP Asia and the Pacific Office, will assist Programme Management Officer in managing the implementation of the "Project for promoting the Minamata Convention on Mercury by making the most of Japan's knowledge and experiences" and ensures Monitoring & Evaluation is properly conducted according to the workplan.

Within the delegated authority and under the supervision of Programme Management Officer or his/her designated mandated representative(s), the UNV Programme Management Assistant will:

- Assists in performing consulting assignments, in collaboration with Programme Management Officer, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan that Programme Management Officer will use to manage the change.
- Participates in survey initiatives; assists with design of data collection tools; issues data collection tools, reviews, analyses and interprets responses, identifies problems/issues and prepares preliminary conclusions.
- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Provides administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.
- Undertakes outreach activities; participates in the development of training workshops, seminars, etc.; participates in and makes presentations on assigned topics/activities.
- Participates in field missions, including provision of substantive and administrative support, data collection, etc.
- Performs other duties as 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 UNEP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNEP and its beneficiaries in the accomplishment of her/his functions, including:
 - Preparation of annual and semi-annual project reports that employ results-based management;
 - Series of training programme on mercury management for government officials and technicians;
 - Assessment of mercury monitoring capacity of national analytical institutions by forming expert missions, both physically and virtually;
 - Local outreach events organized and supervised including the assessment of the results;
 - Annual stakeholders meetings organized, to develop and agree on the outline and approach and develop assessment;
 - Project website developed maintained with the contents uploaded in timely manner;
 - At least 4 online stories developed annually to showcase project activities to external audiences.
- 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 Master degree or equivalent

Education - Additional Comments

- Master's degree in Social Science, Business Administration, Social Development or related fields;

Required experience 36 months

Experience Remark

- At least three years of relevant professional experience at the national and/or international level in programme management, monitoring and evaluation, or other closely relevant programmes required;
- Previous experience of working with policymakers/government staff or research community is required;
- Previous work experience in environment areas, particularly chemicals management is an asset; previous experience working in the UN or other international development organization is desirable;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- 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;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Development programme management Mandatory

Area of Expertise Requirement

Need Driving Licence

No

Competencies & Values

- Communication
- Planning and Organizing
- 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.

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

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(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

THAR000441-10190

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

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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: 05-08-2021

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/VEhBUjAwMDQ0MQ==>

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.