

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### THAR000464--Programme Support Associate for Afghanistan

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 Volunteers
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	4 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

#### 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 city of Thailand. It is a large coastal city with roughly 14 million people in a 600 square mile area. Similar to other large cities of the world, you can find a diversity of people living throughout the city, as well as restaurants, shopping malls, museums, businesses, etc. Bangkok is a very safe city to live in as a foreigner, and incredibly affordable.

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,

# Assignment Details

**Assignment Title**

Programme Support Associate for Afghanistan

**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 supervision of the Regional Manager for Asia and the Pacific, the Programme Support Associate provides management support to the UNV Programme in Afghanistan. She/he is responsible for support to effective planning, leading to mobilization and placement of UN Volunteers, select administrative/operational support to volunteers, and positioning of UNV interests in the country, in line with UNV's Strategic Framework. The Programme Support Associate contributed to building and maintenance of relationships with main partners, and effectively interacts with the Regional Office and HQ organizational units, on volunteer mobilization, programme implementation, and provision of substantive inputs and facilitation of corporate initiatives. The main responsibility of the Programme Support Associate is to increase volunteer volume in-country, monitor well-being of the UN Volunteers as well as to ensure respective support during any emergency situations.

**Sustainable Development Goals**

17. Partnerships For the Goals

**Task description**

Within the delegated authority and under the supervision of Regional Manager for Asia and the Pacific or his/her designated mandated representative(s), the UN Volunteer Programme Support Associate will:

**Support to UN Volunteer mobilization and management**

- Ensure an understanding of UNV's mandate, key offers and the added value that UN Volunteer assignments by UN Agencies;
- Support identification of volunteer placement opportunities and present UNV value proposition and volunteer modalities with the objective of maximizing international and national volunteer presence, including collaboration in the preparation of descriptions of assignment, with partner agencies and other partners;
- Support briefings and debriefings for incoming and outgoing UN Volunteers, including personal support and guidance to UN Volunteers serving in the country;
- Work closely with the Field Security Officer and provide support to the UN Designated Official to ensure a detailed understanding among UN Volunteers on all security-related issues;
- Monitor the well-being and performance of serving UN Volunteers;
- Support the deployment and assignment management of all UN Volunteer modalities;
- Support the recruitment of national and international UN Volunteers as well as other administrative duties for placement and management of UN Volunteers assigned to the country in line with the conditions of service and in close coordination with the relevant organizational units;
- Participate in UN thematic forces, conflict and post-conflict needs assessments to identify opportunities for volunteer placement;
- Support development and implementation of the UNV country programme's annual work plan, including reporting on UNV support funds and budget;
- Assist on the logistical and travel arrangements of arriving UN Volunteers and his/her recognized dependents;
- Maintain up to date contact records of all serving UN Volunteers, including their recognized dependents;
- In close coordination with the Communications Associate in the Regional Office, support in the preparation, dissemination and

presentation of country-specific promotional information on the mandate and work of UNV with relevant development partners and the media.

### Emergency Support

- Ensure regular monitoring of well-being and duty of care of the UN Volunteers;
- Analyse the situation in the country and suggest respective actions to the supervisor;
- Act as an emergency contact point for information updates on the safety and whereabouts of the UN Volunteers under any emergency conditions;
- In close coordination with relevant organizational units and in contact with the Host Entities, update the lists of emergency entitlements and other allowances for the UN Volunteers;
- Consolidate and update the lists of the UN Volunteers and their whereabouts in case of emergency;
- Support evacuation and relocation of UN Volunteers, if applicable;
- Keep updated on the continuity plans of the Host Entities;
- Collect and analyze information of re-purposing of the UN Volunteer assignments.

### 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 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 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 UNV programme support at country level;
  - Duty of care to the UN Volunteers;
  - Enhanced business opportunities for UNV;
  - Timely emergency support to the UNV programme and UN Volunteers;
- 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

- At least, [Bachelor's degree in public administration, management, social science, international relations or other related field](#);
- Certification in administration, accounting or finance is desirable

**Required experience**

24 months

#### **Experience Remark**

- At least 2 years of professional work experience at the national and/or international level in programme management support services;
- Experience working in the UN or other international development organization would be an asset;
- Knowledge of volunteerism and previous experience in a volunteer organization is an advantage;

#### **Language**

- English (Mandatory) , Level - Fluent
- AND - Dari (Optional) , Level - Working Knowledge

#### **Area of Expertise**

- Development programme/project administration Mandatory
- Volunteer programmes and volunteer management Optional
- Other development programme/project experience Optional

#### **Area of Expertise Requirement**

- Knowledge of volunteerism and previous experience in a volunteer organization is an advantage;
- 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;
- *Desirable*: valid national driver's license and proven ability to drive manual gear 4x4 over rough terrain; (if not applicable, delete)
- Sound security awareness;
- Have affinity with or interest in volunteerism as a mechanism for durable development, and the UN System

**Need Driving Licence**

No

#### **Competencies & Values**

- Adaptability and Flexibility
- Commitment and Motivation
- Professionalism
- Respect for Diversity
- Self-Management
- Working in Teams

## Conditions of Service and other information

**Condition of Service**

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

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*We are inspiration in action*

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

**Conditions of Service for International Specialist:**

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 across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,682. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

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

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

### **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 including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- 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;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- 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**

THAR000464-10657

### **Application procedure**

#### **\* Not yet registered in the UNV Talent Pool?**

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

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Important: After creating your account, complete all sections of your profile and submit it. 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.

**Application deadline:** 26 September 2021

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/VEhBUjAwMDQ2NA==>

**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.*