

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

THAR000465--Associate Policy 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

Country of Assignment	Thailand
Host Institute	Dept of Safety and Security
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	3 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Bangkok [THA]
Assignment Place	Family Duty Station

Assignment Place Remark

A Volunteer Living Allowance (VLA) of THB 47,507 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 resettlement allowance for satisfactory service.

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

T. +49 (0) 228-815 2000
F. +49 (0) 228-815 2001

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

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Qualifications/Requirements

Organizational Context & Project Description

The UN Department of Safety and Security (UNDSS) is responsible for providing leadership and operational support for the United Nations security management system (UNSMS) globally. As a global leader in security risk management principles, UNDSS enables the safe and effective delivery of United Nations programmes and activities in the most complex and challenging environments, while maximizing precious resources. To this end, the work of the Department is aligned under a clear mission, to enable United Nations system programme activities in the field through trusted security leadership and solutions.

This UNV assignment is located in the Strategic Planning and Policy Service (SPPS), Office of the Under-Secretary-General of UNDSS. Besides serving as a secretariat for the Inter-Agency Security Management Network, the role of SPPS is to coordinate the development and promulgation of common United Nations Security Management System policies, liaise with other UN entities on policy issues, and support senior management on key substantive issues related to strategic planning, oversight, strategic communication, and coordination on gender, disability, and inclusion issues. SPPS contributes to the UNDSS' efforts to enable United Nations mandate delivery while ensuring the safety and security of United Nations personnel deployed in the field and headquarters locations.

This is a unique opportunity to join a diverse, dynamic, and exciting organization gaining unique and valuable experience where security provides great value. This UNV assignment offers a fulfilling environment that gives you satisfaction by contributing directly or indirectly to peace and security, human rights, and the achievement of the Sustainable Development Goals. To learn more about UNDSS, please visit <https://www.un.org/en/safety-and-security>.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Within the delegated authority and under the supervision of the Senior Policy Officer or his/her designated mandated representative(s), the UNV Associate Policy Officer will:

- Assist in policy development with the aim to support security professionals deployed in the field in the implementation of UNSMS policy guidance;
- Monitor and respond, in a timely manner, to policy queries from field security personnel;
- Support the identification, development and management of strategic partnerships to improve safety and security of humanitarian personnel and protection of United Nations personnel in the field;
- Carry out research and analysis on policy issues to support the development of policies, programmes and activities while taking note of operational requirements and inputs from the field;
- Provide support towards the development and management of intergovernmental dialogue;
- Conduct research on a diverse range of assigned issues in security and other area(s) of specialization using multiple research sources; select relevant material, analyze information and present findings for internal review;
- Assist in the preparation of drafts of background papers, studies, reports, etc. on a wide range of security issues;
- Any other related tasks as may be required or assigned by the supervisor.

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 UNDSS team member, efficient, timely, responsive, client-friendly, and high-quality support rendered to UNDSS and its beneficiaries in the accomplishment of her/his functions, including:
- Good research, analysis and presentation of key information to facilitate decision-making. Delivery of well-reasoned and clearly

written recommendations, opinions and identification of issues on assigned security topics.

- Application of expertise in writing balanced reports, summaries and other informational pieces on area assigned.
- 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

Required Degree Level Master degree or equivalent

Education - Additional Comments

Advanced university degree (Master's degree or equivalent degree) in security, political science, human rights, international affairs, law or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree

Required experience 24 months

Experience Remark

- A minimum of two years of progressively responsible experience in security, political science, international relations, law, human rights or related area
- Prior experience working in the UN or other international development organization is an asset
- Excellent oral and written skills, excellent drafting, formulation, reporting skills
- Accuracy and professionalism in document production and editing
- Self-motivated, ability to work with minimum supervision and with tight deadlines
- Sound security awareness.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Other security and protective services experience Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Planning and Organizing
- Professionalism
- Working in Teams

Conditions of Service and other information

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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 (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;

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- 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

THAR000465-10668

Application procedure**doa.apply_url**<https://vmam.unv.org/candidate/show-doa/VEhBUjAwMDQ2NQ==>**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.