

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

USAR000159--UNV International Youth Volunteer – Investigations Office

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	United States of America
Host Institute	United Nations Children's Fund
Volunteer Category	International Youth
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	New York [USA]
Assignment Place	Family Duty Station

Assignment Place Remark

The investigation service of OIAI is responsible for conducting investigations into allegations of misconduct, such as gross mismanagement, fraud, corruption, retaliation against whistle-blowers, workplace harassment, abuse of authority, violation or willful disregard of UNICEF regulations, rules and administrative instructions that involve UNICEF staff, and relevant non-staff personnel. The investigation service is also tasked with investigating all allegations of financial irregularities committed to the detriment of UNICEF. In addition, OIAI undertakes proactive investigations in high risk areas that are susceptible to wrongdoings, fraud and corruption.

Living Conditions

The duration of your assignment is 12 months.

A 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\$ 1,571.

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 example, if the PAM for the current month is 54.6%, then the VLA for that month will be (US\$ 1,571 x 54,6 /100) + 1,571= US\$ 2,429. Moreover, a Family Allowance (FA) is added in accordance with the number of recognized dependents: US\$ 250 if the UN Volunteer has 1 recognized dependent, and US\$ 450 if the UN Volunteer has 2 or more recognized dependents.

Assignment Details

Assignment Title

UNV International Youth Volunteer – Investigations Office

Organizational Context & Project Description

The Office of Internal Audit and Investigations (OIAI) reports to the Executive Director and is responsible for internal audit and investigation services to UNICEF. OIAI provides independent, objective assurance on the effectiveness of risk management and the effectiveness and adequacy of internal controls.

The investigation service of OIAI is responsible for conducting investigations into allegations of misconduct, such as gross mismanagement, fraud, corruption, retaliation against whistle-blowers, workplace harassment, abuse of authority, violation or willful disregard of UNICEF regulations, rules and administrative instructions that involve UNICEF staff, and relevant non-staff personnel. The investigation service is also tasked with investigating all allegations of financial irregularities committed to the detriment of UNICEF. In addition, OIAI undertakes proactive investigations in high risk areas that are susceptible to wrongdoings, fraud and corruption.

OIAI conducts investigations in accordance with the International Uniform Principles and Guidelines for Investigations adopted at the 10th Conference of International Investigators and the OIAI Investigations Manual.

Within the Investigations Section, the Strategy, Intake and Analysis Unit handles intake and initial assessments of new matters; policy and strategic initiatives; and quality assurance of investigation and other reports, among other matters.

Sustainable Development Goals

4. Quality Education

Task description

Under the direct supervision of Chief of Strategy Intake and Analysis (SIA), the UN Volunteer will undertake the following tasks:

- Conducts initial assessments and assists with other intake-related matters;
- Prepares related written outputs, including referral and closure memoranda;
- Assists with strategic and policy initiatives and deliverables, including related to the prevention of sexual exploitation and abuse (PSEA) and anti-racism and discrimination;
- Assists with revising the OIAI investigations manual and other internal policies, procedures, and templates, as needed; and
- Undertakes research and/or other tasks as assigned by the Chief of SIA, in support of the SIA Section.

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;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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.

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Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading

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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

Responsible for conducting initial assessments of incoming allegations and contributing to other intake-related matters, as well as contributing to investigations, with technical support from OIAI investigators and under the supervision of the Chief of SIA.

Deliverables include: drafting Notes for the Record documenting closures upon initial assessments, drafting investigation plans, case chronologies and other analytical pieces.

- 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

A first-level degree Bachelor's degree in international law or related field.

Required experience 2 months

Experience Remark

- 0 to 2 years of relevant experience in legal activities and/or investigation related functions.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- International law Optional

Area of Expertise Requirement

- Excellent communication and interpersonal skills. Good organizational skills.
- Fluency in English is required. Working knowledge of French, Spanish or Arabic is an advantage. Knowledge of another UN language is considered as an asset.

Need Driving Licence No

Competencies & Values

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- Accountability
- Client Orientation
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing

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 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) per month and 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 (choose from the drop down menu the appropriate rate here): US\$1,346. The VLA base rate is a global rate, while the PAM is 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>.

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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 also 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 the final repatriation travel (if applicable). A 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

USAR000159-10565

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Application procedure

* Not yet registered in the UNV Talent Pool?

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

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?

Please 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 for to which you would like to apply.

Application deadline: 26-09-2021

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/VVNBUjAwMDE1OQ==>

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.