

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

VNMR000113--UN Country Team (UNCT) Disability Inclusion Focal Point

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	Viet Nam
Host Institute	Resident Coordinator Office
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Hanoi [VNM]
Assignment Place	Family Duty Station

Assignment Place Remark

- This is a National UN Volunteer assignment for a person with disability.
- Only persons with disabilities who is a national of Vietnam are eligible to apply.

Living Conditions

The incumbent will live in Hanoi, which has most of the economic and social amenities at a reasonable cost. In line with further improvements in the availability of goods and services, health facilities, and housing, the level of hardship in the duty station has recently been upgraded from C to B. Security is also reasonably good relative to other developing country large cities. There are more and more public places accessible for people with disability.

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.

- The National UN Volunteer Specialist receives approximately equivalent to USD 828.08 as Monthly Living Allowance.
- Provided with assignment travel cost and settling in grant (if relocated to duty station from another location which is beyond the

commuting distance).

- Enrolled in health, life, disability insurance.
- Applicable dependents (primary family unit, up to 3) are eligible for health insurance.
- Entitled to annual leave, 2.5 days per month.
- Provided with resettlement allowance to support transition at the end of assignment.

For more information about UNV Conditions of Service and Entitlements, please refer to the following:

- <https://www.unv.org/become-volunteer/volunteer-your-country>
- <https://vmam.unv.org/calculator/entitlements>

Accessibility to the office

The Green One UN House (GOUNH) is located at the city center of Hanoi, at the address of 304 Kim Ma road. The GOUNH is known to be a very “accessible” building in town. GOUNH was designed to not only serve the daily green operation of UN entities in Vietnam, but also to be a friendly building to all, including people with hearing impairments, visual impairments, mobility impairments, cognitive impairments, hidden impairments, and with diversities in age and stature.

The building construction follows the ISO 21542 - Building construction - Accessibility and usability of the built environment and the QCVN 10:2014/BXD - National Technical Regulation on Construction for Disabled Access to Buildings and Facilities and is constantly improving its accessibility to meet diverse needs of its occupants and visitors.

Assignment Details

Assignment Title

UN Country Team (UNCT) Disability Inclusion Focal Point

Organizational Context & Project Description

Organizational context:

The United Nations Resident Coordinator Office supports the work of the UN Resident Coordinator. The UN Resident Coordinator leads the UN Country Team in consultations with the Government to define and agree on the UN strategic response to the Government’s development priorities. This response is captured in the UN Sustainable Development Cooperation Framework (UNDCF). The office coordinates activities related to common programming including Agenda 2030, joint programmes, joint programming activities and development coordination work. This is done in conformity with the objectives and priorities of the Government, and the mandates and objectives of the United Nations agencies.

The UN Resident Coordinator Office has five core functions: Strategic Planning; Development Economics; Partnerships and Development Finance; Data and Results Management and Reporting; and Communications and Advocacy.

Assignment context:

In June 2019, the United Nations (UN) Secretary General launched the UN Disability Inclusion Strategy (UNDIS), which provides the foundation for sustainable and transformative progress on disability inclusion through all pillars of the work of the UN. The policy establishes the highest levels of commitment and a vision for the UN system on disability inclusion for the next decade and enables the UN system to support the implementation of the Convention on the Rights of Persons with Disabilities and other international human rights instruments, as well as the achievement of the Sustainable Development Goals, the Agenda for Humanity and the Sendai Framework for Disaster Risk Reduction.

Through the Strategy, the United Nations system will systematically embed the rights of persons with disabilities into its work, both externally, through programming, and internally, through its leadership, operation and organizational culture, and will build trust and confidence among persons with disabilities to ensure that they are consulted and valued; their dignity and rights are respected, and that, in the workplace, they find an enabling environment in which to fully and effectively participate on an equal basis with others.

The UN in Viet Nam is one of 10 UN Country Teams selected to participate in a targeted roll-out of the UNDIS. As a first step, to assist in monitoring the implementation of the UNDIS, an accountability scorecard on disability inclusion was created by the UN Secretary

General in June 2020. The UN in Viet Nam was one of seven UN Country Teams selected to use this tool to measure, according to 14 Indicators, the level of disability inclusion in its activities.

On the basis of that baseline assessment, in the last quarter of 2020, the UN in Viet Nam developed an Action Plan to further the implementation of the UNDIS. The Action Plan will run until 30 June 2021. The second Action Plan will tentatively start in July 2021 to further the progress made in the first one to step by step realize long-term goals set in the UNDIS. A Coordination Mechanism has been established to facilitate implementation of the UNDIS, and to coordinate and monitor implementation of the Action Plan.

Sustainable Development Goals

10. Reduced Inequalities

Task description

Important notice:

- * This is a National UN Volunteer assignment for a person with disability.
- * Only persons with disabilities who is a national of Vietnam are eligible to apply.

Task description:

The UN in Viet Nam is looking for a highly qualified, professional UN Volunteer with disabilities to take the lead in the implementation of the UNDIS, as well as its Action Plans, in UN Viet Nam. The objective of this assignment is to provide technical inputs, coordination and administration for the implementation of the UNDIS Action Plan.

Under the direct supervision of the Head of RCO, the UN Volunteer will undertake the following tasks:

- Conduct research to provide technical inputs to ensure the disability inclusion in major UN documents, including the Common Country Analysis, One Strategic Plan, UN Development Cooperation Framework, One UN Report, BOS (Business Operation Strategy) and other strategies and policies of different departments;
- Provide inputs and updates in regular UN Country Team (UNCT) meetings on the progress of the UNDIS Action Plan implementation, as well as regular OMT meetings on the progress of the disability inclusion component in the BOS;
- Promote disability inclusion in UNCT programming, BOS annual workplan, Common Back Office service, and other operational agendas;
- Provide support to the UN Disability Inclusion Coordination Mechanism in implementing key activities outlined in the current UNDIS Action Plan;
- Provide Secretariat support for the Coordination Mechanism, including following up with stakeholders to ensure implementation of the current UNDIS Action Plan, and other related duties as required;
- Liaise with, collect and compile input from UN Agencies, Coordination Mechanism members, external consultants and other actors;
- Support drafting of reports, articles and other documents relating to activities within the current UNDIS Action Plan;
- Provide administrative and logistical support/arrangements in preparing events under the current UNDIS Action Plan, in coordination with other actors;
- Assist with relevant communication activities;
- Provide an interim report on the UN in Viet Nam's implementation of the UNDIS, according to the UNCT's accountability scorecard on disability inclusion;
- Develop and finalize the next UNDIS Action Plan together with Coordination Mechanism members;
- Undertake other relevant responsibilities under the UNDIS as necessary.

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 team member of the UN Resident Coordinator's Office in Vietnam, efficient, timely, responsive, client-friendly and high-quality support rendered to the host entity and its beneficiaries in the accomplishment of her/his functions.

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W. www.unv.org

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• 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

- Human rights, development studies, disability studies, social work, sociology, laws, or related fields.

Required experience 24 months

Experience Remark

- At least two years of experience in the area of development and/or human rights, out of which at least 1 year of experience specifically in relation to persons with disabilities;
- Proven experience and skills in advocacy;
- Proven experience working with government partners and organizations of persons with disabilities;
- Proven experience in organizing and coordinating events and activities, and in liaising with different stakeholders;
- Proven experience in leading and coordinating a team to execute a project/campaign.

Language

- Vietnamese (Mandatory) , Level - Fluent
- AND - English (Mandatory) , Level - Fluent

Area of Expertise

- Social work Mandatory
- Human rights Mandatory
- Social inclusion Mandatory

Area of Expertise Requirement

- Solid knowledge in the rights of persons with disabilities, disability policies, and disability network;
- Good research, analytic and drafting skills;
- Good understanding of the UN system;
- Proven excellent work in a team and independently;
- Proven ability to work with colleagues and collaborators of diverse disability status and national and cultural backgrounds, and;
- Proficient in both English and Vietnamese.

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust

- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- Working in Teams

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.

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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;
- 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

VNMR000113-10611

Application procedure

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doa.apply_url

<https://vmam.unv.org/candidate/show-doa/Vk5NUjAwMDExMw==>

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.

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