

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

AFGR001582--Coordination Associate

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	Afghanistan
Host Institute	UN Mine Action Service
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Kabul [AFG]
Assignment Place	Non-Family Duty station

Assignment Place Remark

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes.

Supports the office's engagement with the humanitarian community, including in its role as Global Coordinator of the Mine Action Area of Responsibility (MA AoR) within the Global Protection Cluster particularly focusing on issues related to the Afghanistan programme;

- Assists in the organization of meetings, seminars, conferences, workshops, etc. with other Agencies, Funds and Programmes as well as partners on specific humanitarian-related issues;
- Conducts research and drafts official documents related to priorities of UNMAS Afghanistan;

Living Conditions

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

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 Coordination Associate

Organizational Context & Project Description

This position is located in the Kabul office of United Nations Mine Action Service (UNMAS) within the Office of the Rule of Law and Security Institutions (OROLSI) in the Department of Peace Operations (DPO).

Established in 1997, the United Nations Mine Action Service (UNMAS) works to eliminate the threat posed by mines, explosive remnants of war and improvised explosive devices by coordinating United Nations mine action, leading operational responses at the country level, and supporting the development of standards, policies and norms.

As a specialized service of the United Nations located within the Department of Peace Operations, UNMAS operates under UN legislative mandates of both the General Assembly and the Security Council. UNMAS also responds to specific requests for support from the UN Secretary-General or designated official. For more information, please visit: <https://www.unmas.org/en>

Year after year, thousands of people are killed or injured by mines, explosive remnants of war and improvised explosive devices. Many are disabled for life. The situation is particularly worrisome in protracted conflicts. UNMAS plays a key role in mitigating explosive hazards through clearance, stockpile destruction, risk education, victim assistance and advocacy.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

The UNV Post is paid and fulltime, and UNV work five days per week (40 hours).

Duties of the UNV include, but are not limited to:

- Supports the office's engagement with the humanitarian community, including in its role as Global Coordinator of the Mine Action Area of Responsibility (MA AoR) within the Global Protection Cluster particularly focusing on issues related to the Afghanistan programme;
- Assists in the organization of meetings, seminars, conferences, workshops, etc. with other Agencies, Funds and Programmes as well as partners on specific humanitarian-related issues;
- Conducts research and drafts official documents related to priorities of UNMAS Afghanistan;
- Researches, analyzes and presents information gathered from diverse sources on assigned topics/issues particularly focusing on issues related to the Afghanistan programme;;
- Contributes to the preparation of various written documents, e.g. drafts sections of studies, background papers, etc.;
- Supports the work of the office on advocacy and outreach particularly focusing on issues related to the Afghanistan programme;;
- Performs other duties as requested by the supervisor (Senior Programme Officer Afghanistan).
- Support development of project management tools and processes to track project delivery

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

Duties of the UNV include, but are not limited to:

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-Support development of project management tools and processes to track project delivery

- 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

Hold a bachelors degree or higher

- Be computer literate in standard software applications;
- Have a demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter; and

Required experience 24 months

Experience Remark

- 3 Years' experience.
- Be computer literate in standard software applications including MS Suite (Word, Excel, Power Point)
- Have a demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter.
- Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.
- Work individually as well as part of a team towards common goals.
- Fluency in English required
- Afghan national

Language

- English (Mandatory) , Level - Working Knowledge

Area of Expertise

- Resource mobilization, partnership and donor coordination Optional

Area of Expertise Requirement

- 3 Years' experience.
- Be computer literate in standard software applications including MS Suite (Word, Excel, Power Point)
- Have a demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter.
- Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.
- Work individually as well as part of a team towards common goals.
- Fluency in English required
- Afghan national

Need Driving Licence

No

Competencies & Values

- Accountability
- Building Trust
- Communication
- Creativity
- Ethics and Values
- Leadership
- Self-Management

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.

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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 Entities](#))

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 AFGR001582-8879

Application procedure

doa.apply_url <https://vmam.unv.org/candidate/show-doa/QUZHUjAwMTU4Mg==>

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.