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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Afghanistan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>UN Mission in Afghanistan</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Youth</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>until 31-12-2021</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Kabul [AFG]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
</tr>
</tbody>
</table>

Assignment Place Remark

All youth and university Volunteer assignments are without family.

Living Conditions

The duration of your assignment is indicated above with the possibility of extension 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 and final repatriation (if applicable).

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.
Assignment Title: Coordination and Administrative Assistant

Organizational Context & Project Description
The Office of Human Resource (HRO) is responsible for International and National Staff client support, including advisory roles, recruitment of International and National Staff, post management. The Office also includes a) The Travel Unit, which assist UN Personnel in travel formalities; b) The Training Unit, which accompany UN Personnel in their learning development. The incumbent will also support the field coordination activities carried by the Office of Chief Operations and Resource Management (O/CORM).


Task description
Under the direct supervision of the International UN Volunteer Administrative Officer, the National UN Youth Volunteer will support the following:

Front Office back-up:
- Support the management of the HR Front Office with an emphasis on ensuring, effective coordination and implementation of activities of HRTS;
- Back-up, when needed, the Admin Officer in the front office of the CHRO;
- Channel visitors/ communication to concerned team members;
- Organize meetings and cross-training activities in collaboration with the Training Unit;
- Ensure that the team meets the agreed deliverables particularly in terms of reporting in timely manner;
- Maintain a record of HR routine reporting and due date for each report;
- Keep track of HR tasks assigned via the Tasks tool and follow up with the respective teams for timely completion;
- Draft routine correspondence (including but not limited to visa/ bank/ travel letters, minutes of the meetings, etc.);

Support Field Coordination Activities within the O/CORM:
- Support Field Coordination activities within the O/CORM;
- Facilitate the tracking of issues recorded in the Issues Register and monitor/take up follow up actions to ensure satisfactory completion of tasks;
- Support the O/CORM in attending/arranging meetings, conferences and field visits; Support the logistical arrangements and prepare materials/ agendas, minutes of the meetings;
- Support the review of field offices monthly reports and take note of any pertinent issues, achievements and challenges requiring Mission Support HQ attention;
- Update the Utility Consumption spreadsheet using data from the monthly reports;
- Facilitate compilation and update of the HRTS and O/CORM’s workplan/activities for the year.

i-NEED (Software to track tasks assigned within HR Office):
- Assist the HR Admin Officer in the implementation of i-NEED, supporting the monitoring and follow up on assigned tasks; Act as a focal point for i-NEED when the HR Admin Officer is absent

Digital Archives Management System for Human Resources Section:
- Ensure filing and archiving of personnel records, in collaboration with relevant team members;
- Establish paperless records management system, in collaboration with Field Technology Section, by transforming paper based files to digital files/ archives to ensure paperless office, business continuity and digital source for records retrieval.

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

- The Front office of HRTS and O/CORM is managed effectively and efficiently
- A digital archive management system is established and maintained for HR Section
- By the end of the assignment, the incumbent will have a good understanding of the basic HR Processes and principles, for international, client support and national staff recruitment.
- A National Youth UN Volunteer has groomed to enhance her job prospect within UNAMA/UN Agencies Funds and Programmes;
- 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

<table>
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<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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</table>

Education - Additional Comments

Study in Administration/ Human Resources is an advantage.

Required experience

12 months

Experience Remark

Previous experience in admin related issues, or HR Management is required.

Language

- English (Mandatory), Level - Fluent
- And One of these - Dari, Pashto (Mandatory), Level - Fluent

Area of Expertise

- Human resources management and development Mandatory
- Knowledge management, archiving and documentation Optional
- Administration and administrative assistance Mandatory

Area of Expertise Requirement

Need Driving Licence

No

Competencies & Values

- Accountability
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Conditions of Service and other information

**Condition of Service**

Click here to view Conditions of Service

**Conditions of Service:**


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 and final repatriation (if applicable).

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**

AFGR001586-8972

**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 to which you would like to apply.

**Note:** In order to create profiles, you can also watch the video http://youtu.be/BtE6gZL2ooA which will guide more in details.
doa.apply_url
https://vmam.unv.org//candidate/show-doa/QUZHUjAwMTU4Ng==

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.