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>Austria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Office on Drugs and Crime</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Youth</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>3 months</td>
</tr>
<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Vienna [AUT]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

Assignment Place Remark

Austrian nationals are also eligible to apply.

Living Conditions

Vienna, Austria where the UNODC HQ is located. Austria is at security level 1 (Minimal) and is considered non-restrictive regarding travel. Currently there are no significant security threats in general and no direct threats to UN personnel or assets within the country. Due to travel restrictions, the assignment might be telecommuting.

Assignment Details
Organizational Context & Project Description

The United Nations Office on Drugs and Crime was established in 1997 as the Office for Drug Control and Crime Prevention by combining the United Nations International Drug Control Program (UNDCP) and the Crime Prevention and Criminal Justice Division in the United Nations Office at Vienna.

For two decades, the United Nations Office on Drugs and Crime (UNODC) has been helping make the world safer from drugs, organized crime, corruption and terrorism. We are committed to achieving health, security and justice for all by tackling these threats and promoting peace and sustainable well-being as deterrents to them.

UNODC’s work is based around five normative areas of activity: (a) supporting member States in implementing a balanced, comprehensive and evidence-based approach to the world drug problem that addresses both supply and demand; (b) strengthening crime prevention and building effective criminal justice systems; (c) tackling corruption and its impact on societies; (d) strengthening Member States’ capacities to confront threats from transnational organized crime; and (e) countering terrorism.

The Office is committed to supporting Member States in implementing the 2030 Agenda for Sustainable Development and the 17 Sustainable Development Goals (SDGs) at its core. The 2030 Agenda clearly recognizes that the rule of law and fair, effective and humane justice systems, as well as health-oriented responses to drug use, are both enablers for and part of sustainable development.

The Office is committed to implementing the 2030 Agenda for Sustainable Development and the 17 Sustainable Development Goals in its work.

This UNV assignment will support the work of the Secretariat to the Governing Bodies of the Office, and the Commission on Narcotic Drugs, and the Commission on Crime Prevention and Criminal Justice, which are the two functional Commissions of the Economic and Social Council based in Vienna.


Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of Chief of the Secretariat to the Governing Bodies, the International UN Youth Volunteer will:

- Assist in the substantive preparation, organization and servicing of the sessions and intersessional work of the Commission on Crime Prevention and Criminal Justice (CCPCJ) and the Commission on Narcotic Drugs (CND), including its subsidiary bodies, as well as the work of the Extended Bureau of the Commissions, the standing open-ended intergovernmental working group on improving the financial situation of the United Nations Office on Drugs and Crime and other intergovernmental UNODC meetings, the United Nations Congresses on Crime Prevention and Criminal Justice;
- Assist in the conduct of meetings in a virtual or hybrid format by assisting with the registration and admission of participants, presentation and videos, preparing invitations and other elements as required;
- Prepare written and audio-visual materials promoting the work of the CND and the CCPCJ for print and online publication, including contributions to presentations, e-learning formats, flyers, banners, videos, webinars;
- Assist in the posting of information on the websites and social media accounts maintained by the Secretariat;
- Conduct the translation of documents and websites from English into Arabic as well as with the websites in those languages;
- 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 UNODC team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNODC and its beneficiaries in the accomplishment of her/his functions, including: Providing thorough, well-reasoned written contributions (research
Qualifications/Requirements

Required Degree Level
Master degree or equivalent

Education - Additional Comments
Advanced higher degree (Master’s or equivalent) in a relevant area, e.g. law, international law, political science, international relations, humanities, cultural studies, economics or other relevant fields; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree;

Required experience
12 months

Experience Remark
- 1 year of professional work experience at the national and/or international level related in a relevant occupational group is required;
- Proficient computer skills, use of relevant word processing, spreadsheets, databases is required. Experience in multimedia software for the creation of graphics, layouts, photos and videos is highly desirable;
- Experience of organizing and servicing of meetings and research, analysis of data and preparation of reports is a highly desirable;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Have affinity with or interest in intergovernmental work and the UN System;
- Fluency in spoken and written English is required;
- Fluency in written Arabic is required.

Language
- Arabic (Mandatory), Level - Fluent
- AND - English (Mandatory), Level - Fluent

Area of Expertise
- Other communications related experience Optional

Area of Expertise Requirement

27 Jun 2020
Need Driving Licence
No

Competencies & Values
- Communication
- Professionalism
- Working in Teams

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 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$1,321. 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.

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

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.

Application Code

AUTR000053-7336

Application procedure

Eligible candidates must be between 18 and 29 years of age throughout the duration of their service.

* Not yet registered in the UNV Talent Pool?

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?
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.

Application deadline: 12th July 2020

**doa.apply_url**
https://vmam.unv.org//candidate/show-doa/QVVUUjAwMDA1Mw==

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.