General Information

Country of Assignment  Belgium
Host Institute  United Nations Environment Programme
Volunteer Category  International Youth
Number of Volunteer  1
Duration  12 months
Possibility of Extension  Yes
Expected Starting Date  Immediate
Duty Station  Brussels [BEL]
Assignment Place  Family Duty Station

Assignment Place Remark
The citizens of Belgium and other EU countries are eligible to apply to this international assignment.

Living Conditions

Brussels is a unique city to live and work in. It is the capital of Belgium and also of Europe. Headquarters of the European Union and the North Atlantic Treaty Organization (N.A.T.O.), Brussels is an international financial centre and home to the European headquarters of over two thousand multinationals. Brussels offers high-calibre scientific resources and has flexible economic infrastructures that have enabled it to keep pace with the great technological changes of the 21st century.

Security:
Though concerns over terrorism exist, European countries remain low risk postings for staff and families. Crime rates are low and declining throughout most of Europe. However, crime does happen. This may include violent and non-violent robberies, smash and grab of items in vehicles, pickpocketing, purse snatching and general theft. Common locations for these crimes are tourist areas, public
transport hubs and the metro/subway systems, especially at night. Criminals often operate in small teams. Report all crimes directly to
the local police then inform your Agency Security Focal Point. Regional Security Adviser UNDSS: Michael Center
(michael.center@un.org).

Dress Code:
The atmosphere at UNEP is relatively informal – a suit and tie are not mandatory, jeans are ok – however, long trousers and
appropriate footwear are a must at all times.

Working hours:
The standard working week is 40 hours, Monday to Friday. You carry out your assignments according to the schedule of working hours
agreed with your direct supervisor. You should notify the office immediately in case of illness or other unavoidable circumstances that
prevent you from observing your working hours.

Smoking:
All UN offices are smoke-free environments. For those of you who do smoke, there is a smoking area in front of the main entrance of
UN House.

Keycard and UNEP key:
The keycards that give access to the UN House when there is no guard available will be given to you by the Security Officer upon
arrival, in presence of your supervisor or Administrative assistant. On your first day you will receive your keycard. Make sure that you
keep your card safe as new cards are not always available. If you lose your card or the key, you will have to pay 50 €.

Official website from the city of Brussels with links (available in FR, NL, EN, DE and ES):

Transportation:
www.stib.be The Société de Transports Intercommunautaire de Bruxelles site has all the information you may need to
get around Brussels using the public transportation system: schedules, maps, itineraries and costs. The site is available
in French, Dutch and English. If you don’t have a Belgian bank account you can buy monthly passes or tickets for up to
10 rides-- if you don’t have enough coins for the machine you can buy same ticket from the ticket booth at the station,
sometimes called “Bootiks” (see on the website the opening hours and locations). A monthly pass is around 50€/month.

www.b-rail.be NMBS/SNCB is the National Railway Company of Belgium. Their website contains information for rail
travel in, to and from Belgium.

www.delijn.be This is the Flemish bus company which has lots of busses in Brussels that can take you to places in the
Flemish part of Belgium.

www.tec.be The Walloon counterpart of De Lijn.

Cycling:
Brussels is coming increasingly cycle-friendly. You can either bring your own bike, or use the villo rental bikes dotted round the city.
Annual subscription for the villo costs 30€. To get a subscription, you will first need to get a transport pass at a ‘Bootik’, (see above),
then go to http://en.villo.be/ to pay for a subscription, and link you card to your subscription.

Hospitals:
Hospital next to the City 2 shopping centre, opposite Botanique:
Clinique Saint-Jean asbl, Site Botanique
Bld du Jardin Botanique 32, 1000 Bruxelles
Tél: +32 (0)2 221 91 11
http://www.clstjean.be/stjean/fr/5188-home.html

Hospital next to Place Jourdan
Clinique du Parc Léopold
Rue Froissart 38, 1040 Bruxelles
Tél : +32 2 287 51 11
Assignment Details

Assignment Title
Youth and Education Officer

Organizational Context & Project Description

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment.

The Youth and Education Unit oversees the education outreach and a series of youth projects for UN Environment at its headquarters in Nairobi. UN Environment is seeking to scale-up the outreach and engagement work in this space, with new partners brought on board in video gaming, youth movements such as Scouts and Girl Guides as well as a deepening of the engagement with Universities. A broader vision of creating “young environment leaders” will be at heart of the programme.

Objective of Assignment:
To assist the Youth, Education and Advocacy team to roll out its global programme in order to engage formal and non-formal education partners across the European region and cooperation with the European institutions, particularly the European Commission and the European Parliament in order to support youth involvement and education in the transformation process in line with UNEP goals addressing planetary emergency and at the European level, the European Green Deal ambitions.

Sustainable Development Goals

4. Quality Education
Task description

Within the delegated authority and under the supervision of the Chief, Environmental Education & Training Unit or his/her designated mandated representative(s), the UN Volunteer on Youth and Education Officer will:

50%: Engagement with youth and education organizations across Europe and in Brussels:
- Outreach activities with youth supporting UNEP’s Programme of Work and joint priorities with the European Commission in line with the European Green Deal and youth events with the European Parliament;
- Advocacy for environmental education and youth engagement in the activities with the European Commission at key moments;
- Preparation of information for the Council Working Group on Education on ad hoc basis;
- Support in advocacy on nature-based solutions;
- Identifying region specific opportunities to leverage environmental education in higher education institutions particularly actions associated with SDG indicators where UNEP act as the custodian.

50%: Support UNEP’s engagement with formal and non-formal education partners across the European region that facilitate youth involvement and Environmental Education to meet relevant SDGs:
- Higher Education: Support university network’s engagement based across Europe to integrate environmental and climate related domains across the Higher Education domain in addition to support the roll out of projects on green jobs and behavioural changes on campus;
- Non-Formal Education: Work with partners such as the World Scout Movement, Girl Guides, video gaming partners such as Playing for the Planet and other initiatives as they emerge;
- Advocacy: Supporting the Advocacy agenda of the European Region / Brussels office and the Ecosystems Division on key issues such as Nature Based Solutions, Oceans and the Restoration agenda.
- 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 UNEP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNEP and its beneficiaries in the accomplishment of her/his functions, including:
- Facilitate cooperation with youth organizations and movements based in Brussels;
- Organize outreach events with youth representatives with the European Parliament and the European Commission;
- Working with key University networks in Brussels to support the roll out of materials / curriculum that support the priorities of the European Green Deal and UNEP’s Programme of Work;
- Support the delivery of at least 3 advocacy initiatives in the region that raise the profile of UNEP’s work with education/youth;
- Explore opportunities for youth engagement to support nature-based solutions in the European region;

• 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: Master degree or equivalent
Education - Additional Comments

- Advanced higher degree (Master’s or equivalent) in a relevant area e.g. Political Science, Communications or Education in an international context and with a strong track record of project management and delivery. 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

- Up to 2 years of professional work experience at the national or international level, working in a university environment with insight as to how to work with such institutions around the tasks described above, or other relevant programmes; experience working with youth movements, higher education or in the UN or other international development organization;
- Knowledge of project design: a strong track record of designing projects that secure buy-in and generate results (essential), project management: able to deliver highly complex projects of a global nature efficiently and effectively;
- Familiarity with sustainability education particularly environmental point of view in the European region;
- Excellent oral and written skills – strong writer of stories and proposals that support the agenda of the week, excellent drafting, formulation, reporting skills, and able to bring diverse group of individuals and partners together to agree a collective programme of work as well as able to write high quality reports and proposals as required;
- Accuracy and professionalism in document production and editing;
- 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 multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc) and email/internet; familiarity with database management; and office technology equipment, ability to think creatively about how to evolve pre-existing programmes to have maximum impact;
- Self-motivated, ability to work with minimum supervision and with tight deadlines;
- Sound security awareness;
- Fluency in spoken and written English is required; Working knowledge of additional UN official language is an advantage;
- Have affinity with or interest in Advocacy, volunteerism as a mechanism for durable development, and the UN system.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Policy, regulation, planning and education and capacity building Mandatory
- Youth and sports Optional
- Other civil society or community development experience Optional

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Planning and Organizing
- Professionalism

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 (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 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
BELR000009-7861

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](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](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](https://vmam.unv.org/candidate/profile).

Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](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:** 8th October 2020

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**doa.apply_url**

[https://vmam.unv.org//candidate/show-doa/QkVMUjAwMDAwOQ==](https://vmam.unv.org//candidate/show-doa/QkVMUjAwMDAwOQ==)

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**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.*