

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BGDR000591--UNV Project Support Officer

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	Bangladesh
Host Institute	UNWomen
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Dhaka [BGD]
Assignment Place	Family Duty Station

Assignment Place Remark

Living Conditions

Dhaka is the centre of political, cultural and economic life in Bangladesh. Although its urban infrastructure is the most developed in the country, Dhaka suffers from urban problems such as pollution, lack of public transport and overpopulation. In recent decades, Dhaka has seen modernization of services, communications and public works. The city is attracting large foreign investments and greater volumes of commerce and trade. It is also experiencing an increasing influx of people from across the nation; this has reportedly made Dhaka one of the fastest growing cities in the world. Historically, Bangladesh has been a safe country for internationals, but a series of security incidents since autumn 2015 have led to increased security measures for UN international staff and volunteers. While Dhaka is not categorized as a hardship station and a cessation of incidents is expected to lead to relaxation of security measures, the volunteer should be prepared for limitations in freedom of movement on foot, by public transport, and to certain locations.

Assignment Details

Assignment Title

UNV Project Support Officer

Organizational Context & Project Description

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Financing new and existing commitments on gender equality is central to implementing and achieving sustainable development in any country. Several successive, international agreements and policies, including the Beijing Declaration and Platform of Action, the International Conferences on Financing for Development (AAAA) and Sustainable Development Goals (SDGs) outlined the framework for adequate financing for an inclusive/gender responsive growth in the countries. Most recently, in the Agreed Conclusions of CSW61, member States have committed to institutionalize a gender-responsive approach to public financial management, including gender-responsive budgeting and tracking across all sectors of public expenditure to address gaps in financing gender equality targets. Gender Responsive Budgeting aims for the equitable distribution of national resources to promote and fulfil rights for all women and men. UN Women has been working closely with government ministries to strengthen Gender Responsive Budgeting (GRB) in Bangladesh. Recently, UN Women and the Ministry of Women and Children Affairs signed a 3 years joint project to strengthen Gender Responsive Budgeting and Planning in the context of 7th Five Year Plan and Sustainable Development Goals. The project will strengthen existing mechanism and processes to ensure adequate financing for gender equality related national and global commitments. The project will i) address capacity gaps in gender responsive budgeting by incorporating GRB training for frontline government officials and CSO's ii) will develop a GRB monitoring and evaluation mechanism for effective coordination and implementation iii) and will develop a model of sex-disaggregated database for government ministries and departments. The project is aligned with National Women Development Policy - 2011 and its action plan.

Sustainable Development Goals

5. Gender Equality

Task description

Under the direct supervision of Programme Analyst, UN Volunteer will be responsible for the following tasks: Provide support to the implementation of GRB project activities; Maintain close liaison with relevant government ministries and civil society networks Support project implementation according to project work plan; Support formation of Project Steering Committee (PSC) and Project Implementation Committee (PIC); Ensure logistics and content support to organize committee meetings regularly. Perform any other tasks assigned/ requested by PSC and PIC; Support monitoring of project activities and intended results; Develop quarterly and annual project reports; Provide inputs to project documentation such as development of project summaries, conference papers, briefing notes, speeches etc; Support project led advocacy initiatives, campaign events, trainings and workshops; Provide inputs to the development of knowledge products on Gender Responsive Budgeting; 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.

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Results/Expected Outputs

T. +49 (0) 228-815 2000 A. PO Box 260111, 53113 Bonn, Germany
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Support provided for the effective implementation of the GRB project. Support provided for timely and accurate administrative support and scheduling of meetings. Support provided for the capacity building of project stakeholders as required. Support provided to visualize the evidence and results through advocacy and dialogue. Support provided for timely and accurate communication and information to other stakeholders within and outside UN Women. • 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.

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Qualifications/Requirements

Required Degree Level Master degree or equivalent

Education - Additional Comments

Masters degree preferable from Social Science, Economics and Development Studies

Required experience 24 months

Experience Remark

Minimum of 2 years of relevant experiences working in programme/project management and government offices/ministries. Knowledge on working with the UN system is an asset.

Language

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

Area of Expertise

- Development programme management Mandatory
- Administration and administrative assistance Optional
- Other development programme/project experience Optional

Area of Expertise Requirement

- Experience in programme/project management and working with government offices/ministries
- Skill in administrative and financial matters
- Coordination skills

Need Driving Licence No

Competencies & Values

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- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Judgement and Decision-making
- Planning and Organizing
- Professionalism
- Respect for Diversity
- 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.

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

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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

BGDR000591-7808

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>

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and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

This is a National UN Volunteer assignment, therefore only nationals of (Bangladesh) and legal residents in (Bangladesh) with the status of refugee or with the status of being stateless are eligible to apply.

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/QkdEUjAwMDU5MQ==>

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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