

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BIHR000453--UN Youth Volunteer in Youth Skill Development and Entrepreneurship

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	Bosnia and Hercegovina
Host Institute	United Nations Development Programme
Volunteer Category	International Youth
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Sarajevo [BIH]
Assignment Place	Family Duty Station
Assignment Place Remark	

UN Youth Volunteer assignments are always without family.

Living Conditions

The UN designated state of alert for Bosnia and Herzegovina is Security Level 1 which is minimal and lowest security level in the Security Level System for the entire country, including the capital of Sarajevo. The situation in Bosnia and Herzegovina is generally quiet and peaceful; all international agencies consider threats to their staff to be low at this time. However, the country faces the same problems as much of Europe, from pickpockets to traffic accidents, so please make sure you exercise appropriate personal security awareness and common sense.

Assignment Details

Assignment Title UN Youth Volunteer in Youth Skill Development and Entrepreneurship
Organizational Context & Project Description

Country context

Past several years have seen an increasing interest in local development, youth empowerment and youth entrepreneurship in Bosnia and Herzegovina, mainly in the light of the country's economic and social crisis. Years of political neglect, complex administrative and constitutional framework, inefficient government spending, poor legislation, corruption, overall unfavourable investment climate and widespread unemployment have brought the country's economy and social services to the verge of collapse. All this is mirrored in the worsening social situation, including growing poverty and inequalities. Although Bosnia and Herzegovina's economy has seen some progress and recovery in recent years after global crisis, it continues to face many structural weaknesses mostly resulting from weak growth-oriented policies. Overall, the country is not transitioning quickly enough from socialist past mindset towards fully functional market economy and has unfulfilled economic potential. Current economic forecasts project the growth of GDP from 3.2% in 2018 to 3.9% by 2020. The unemployment rate is at 18.4%, with youth unemployment rate standing high at 38.8%. The educational and vocational training systems in the country are still insufficiently equipped to offer adequate entrepreneurship thinking and ensure skills for the next generation of employees on the labour market.

Overview of partners, with which the UN Volunteer will be interacting during the assignment

The main partners in the domain of local governance and community development include:

- Young people
- Private sector;
- Civil society organisations and innovation hubs;
- Other UN agencies and donors.

UNDP in Bosnia and Herzegovina

UNDP is present in the country since 1996 and since then has been supporting the people of Bosnia and Herzegovina in moving from post-conflict recovery towards sustainable development. Programme activities are guided by the aspirations of Bosnia and Herzegovina to become a member of the European Union, as well as by the UNDP Country programme Document 2015-2019. UNDP's work in the country is complementary to and reinforced by other UN agencies (the United Nations Children's Fund, the UN Volunteers, the UN High Commissioner for Refugees, the International Labour Organisation, UN Women, etc.). In partnership with state, entity, cantonal and local governments, and a wide range of socio-economic partners, other UN agencies and socio-economic partners, UNDP in Bosnia and Herzegovina works in the following programmatic areas that contribute to achieving the Agenda 2030 and its

Sustainable Development Goals: (a) reduction of regional, economic and social disparities; (b) sustainable management of environmental and energy resources, and green jobs creation; (c) access to justice and increased human security; and (d) access to services and employment opportunities for the most vulnerable. The Country Office has more than 160 staff spread across senior management, the operations division, four programme sectors and 4 regional offices (Banja Luka, Bihać, Dobož and Mostar).

The current assignment will be placed within the UNDP [Rural and Regional Development Sector](#) which brings together the following initiatives the IT Girls Initiative, the Economic Governance for Growth Project and the Smart City Initiative.

Sustainable Development Goals 8. Decent work and Economy Growth

Task description

Under the direct supervision of the projects managers of the Rural and Regional Development Sector and relevant programme staff, the UN Youth Volunteer will undertake the following tasks:

- Assist the skill development, innovation and entrepreneurship portfolio by providing administrative and logistical support in projects' activities;
- Assist the innovation and entrepreneurship portfolio in the process of data collection and analysis, with focus on population of data in thematic registries/databases;
- Assist the youth skills development team in technical preparation and implementation of various activities, such as training, meetings, business-to-business events, etc.
- Assist project teams in summarizing key results from research and preparing inputs for technical reports and presentations;
- Suggest innovative approaches to youth empowerment and skill development;
- Support work of project teams through on-demand research (topical events, technical twinning partners' search; etc.)
- Review best practices in priority areas defined by the project teams and suggest adequate and transferable solutions for Bosnia and Herzegovina, including from the viewpoint of contribution to achieving the Sustainable Development Goals;
- Based on research and analysis, offer concrete approaches for gender equality in the youth skill development and entrepreneurship work.

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

- Effective assistance to the innovation, entrepreneurship and youth skill development provided, which contributes to youth employability and empowerment;
 - The perspective of volunteerism is promoted and integrated within on-going projects/activities;
 - The UN Volunteer accumulates practical experience in the youth entrepreneurship area and makes a sound contribution to supporting these areas within concrete projects and localities, with particular focus on linking the assistance with the Agenda 2030;
 - A final statement of achievements towards volunteerism for peace and development during the assignment, as well as contribution to the achievements of the youth entrepreneurship and skill development portfolio is developed.
- 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

University degree from an accredited institution, preferably in economics, business administration, public administration or other relevant area.

Required experience 0 months

Experience Remark

Between 0 and 2 years of general work experience; experience in working with young people, youth organisations, skills development of young people, support to or interaction with the private sector, interaction with non-governmental organisations providing support to young entrepreneurs is an advantage.

Language Skills

- English (Mandatory) , Level - Fluent
- AND - Bosnian (Optional) , Level - Working Knowledge

Area of Expertise

- Youth and sports Mandatory

Area of Expertise Requirement

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F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

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

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Creativity
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- Working in Teams

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service:

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\$1,305. 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>

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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 BIHR000453-4990

Application procedure

How to apply via the UNV Talent Pool

** 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.

This assignment is funded by the Government of Czech Republic.

The selected candidate will be invited to an Assignment Preparation Training in Bonn, Germany, from 23 to 26 September 2019.

Application deadline: 28 July 2019.

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.