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>Bosnia and Herzegovina</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>until 31-12-2020</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>Sarajevo [BIH]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

#### 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 (BiH) is generally quiet; all international agencies consider threats to their staff to be low at this time. However, BiH has 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.

Bosnia and Herzegovina is a country with the largest mine contamination problem. Over 670,000 mines and 650,000 unexploded ordinances on 10,000 locations estimated. Contaminated area estimated is over 2.000 km² which is more than 4 % of the total territory of Bosnia and Herzegovina. Staff is advised to stay on well-travelled routes while in the country. See the [http://www.bhmac.org](http://www.bhmac.org)
Assignment Title: SDG Roll-Out Project Assistant

Organizational Context & Project Description

The position is envisaged within the Sustainable Development Goals (SDGs) Roll-out Support and Private Sector Engagement project, financed by the Swedish International Development Agency (Sida) and implemented by UNDP. The goal of the Project is to prepare the public and private sector partners for implementation of the SDGs in BiH. This Outcome is to be achieved through two Outputs that are complimentary but distinct in terms of the stakeholder focus. While Output 1.1. is primarily focused on preparing institutions and key stakeholders for the SDG rollout, Output 1.2. is focused on the sensitization and engagement of the private sector in SDGs, recognizing the catalytic and transformational role the private sector as a key stakeholder has in the achievement of the SDGs.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Under the direct supervision of the SDG Roll-Out Project Manager, the UN Volunteer will undertake the following tasks:

- Provide support in timely implementation of the project activities in line with the approved Project Document and Annual Work-Plan;
- Assist in organization and preparation of project activities such as conferences, workshops, studies and publications, procurement and subcontracting;
- Support the Project Team in conducting quality control and preparation of relevant data and documents;
- Provide support in preparation of TORs for consultants and companies, in consultations with other SDG Roll-Out Project Team members;
- Provide support in facilitating partnerships with all government levels in BiH, international financial institutions, bi-lateral and multi-lateral donors, private sector, civil society with respect to implementation of SDGs in the country;
- Provide assistance in maintaining regular contact with key project partners, organise and prepare materials for the meetings and ensure follow up to agreed action points;
- Prepare meeting minutes and follow-up reports;
- Provide support, in consultation with other SDG Roll-Out Project Team members, to consultants hired for the Project, and any relevant missions directly related to the Project;
- Provide support in building of capacity and awareness of key stakeholders on SDGs and their implementation in BiH;
- Provide assistance in maintenance of the pool of project’s deliverables, documents, files, equipment and materials;
- Provide support in performing financial and administrative tasks related to Project implementation;
- Perform other duties as required.

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 general impact of this assignment will be reflected in the increased capacities of the SDG Roll-Out Project Team. In general, it is expected that the SDG Roll-Out Project Assistant will contribute to more efficient and effective implementation of the Project. In particular, support to ongoing and planned processes in terms of day-to-day activities will be enhanced.

- 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**
Secondary education

**Education - Additional Comments**
University Degree or equivalent in social sciences, international relations, political sciences, or other relevant fields is a strong advantage.

**Required experience**
24 months

**Experience Remark**
- At least 2 years of relevant administrative and project support experience (paid or voluntary) at national or international level

**Language**
- English (Mandatory), Level - Fluent
- And One of these - Bosnian, Croatian, Serbian (Mandatory), Level - Fluent

**Area of Expertise**
- Development programme/project administration Mandatory

**Area of Expertise Requirement**
- Experience in working with different stakeholders, such as the government institutions, civil society organizations, private sector, etc.;
- Familiarity and experience in working on the Sustainable Development Goals;
- Good knowledge of Microsoft Office software package (MS Word, Excel, Spreadsheet, Internet etc.) and advanced knowledge of spreadsheet and database packages, experience in handling of web-based management system;
- Demonstrated experience working in complex environments;
- Familiarity with UN system and UNDP rules and procedures is an advantage;
- Excellent communication skills, oral and writing;
- Knowledge and experience in volunteering, and willingness to learn about volunteering.

**Need Driving Licence**
No

**Competencies & Values**
- Commitment and Motivation
- Communication
- 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, 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 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;

30 Jul 2020
- 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**  
BIHR000463-7517

**Application procedure**

* 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.

This is a national UN Volunteer assignment, therefore only nationals of Bosnia and Hercegovina and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

**Application deadline:** 12th August 2020

**doa.apply_url**  
https://vmam.unv.org//candidate/show-doa/QklIUjAwMDQ2Mw==

**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.*