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 Children's Fund</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>
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</tr>
<tr>
<td>Possibility of Extension</td>
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</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>

Assignment Place Remark

Assignment is with 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 (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.

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.
The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society’s most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Through 2018-2021 Strategic Plan, UNICEF’s work in education prioritizes equity — supporting all children regardless of their circumstances to have equal opportunities in education and learning – helping children secure basic skills such as literacy and numeracy and a wider range of skills. This includes paying particular attention to early learning, girls’ education, education for children with disabilities as well as education in emergencies and post-crisis context. In Bosnia and Herzegovina, UNICEF’s education programme is focused on the area of inclusive early learning, quality primary and secondary education and intercultural and inclusive education. In the area of inclusive early learning, the programme supports the continued expansion of preschool education programmes. In realization of children’s right to inclusive quality primary and secondary education, the education programme supports inclusion of all children, particularly children from minority groups and children with disabilities; and strengthen capacities of teachers and other professionals on inclusive and intercultural education, social cohesion and equity. UNICEF also fosters a dialogue on the quality of education with a focus on assessment of learning outcomes (e.g. PISA study) and equity gaps.

The COVID-19 pandemic confronted education authorities in Bosnia and Herzegovina with a unique set of challenges in ensuring the continuity and quality of learning with ‘Leave no one behind’ principle. In June 2020, UNICEF and UNESCO conducted the Rapid Situation Needs Assessment in Education which was distributed to 14 responsible education authorities in BiH. The analysis revealed specific structural problems of the education systems in BiH:

- Inadequacy of ICT resources to support e-learning and blended learning, particularly for vulnerable children and youth
- Lack of online and e-learning platforms/ networks that would allow all education institutions to quickly switch delivery mode for teaching, examination and certification and non-availability of diverse delivery channels
- Lack of standardised e-learning and blended learning curricula with modern instructional design and quality multimedia materials. This includes also contingencies and strategies to compensate for the loss of practical training
- Inadequate teacher and instructor training for implementing and facilitating e-learning and blended learning and the creation of learning contents
- Lack of capacities of education government authorities to conduct quality assurance.

To overcome these challenges, the UN Joint Project ‘Reimagining Education for Marginalized Girls and Boys during and post COVID-19 in Bosnia and Herzegovina’ implemented by UNICEF, UNESCO, ILO and UNV and funded by the United Nations Multi-Trust Partner Fund (MPTF) was approved for the period 2021-2022.

This Joint UN project proposes to modernise education and learning in BiH for the following areas to increase resilience of the education systems and to further contribute to the education sector reforms:

i. Access
ii. Delivery modality
iii. Didactic approach and
iv. An overall quality of education

The focus of the COVID-19 response strategy is to improve public sector education in three selected education administrative units (Republika Srpska, Una-Sana Canton and West Herzegovina Canton), strengthening the system which can prevent, mitigate impacts and respond quickly to emergencies, particularly when addressing the needs of the vulnerable population ensuring the principle of leaving no one behind. Additionally, these interventions aim to improve the blended learning approaches to ensure required resilience of education systems and the overall improvement of the quality of learning. Gender equality and women’s empowerment is a significant objective of this proposal (Gender Marker - GEM3). Key activities of the joint programme are focused on mitigating and overcoming the educational disparities, learning and teaching outcomes for girls and boys as well as capacity building and empowerment of female teachers who constitute close to 70% of the workforce.

The programme supports women and girl’s empowerment, participation and leadership. Key activities are focused on overcoming gender data gaps, and long-term investments and education policy change that promotes gender equality in teaching workforce as well as equitable access to quality and inclusive education systems and learning outcomes thereby the implementation of the SDG4 Quality Education and SDGs 5 on Gender Equality.

Focusing on dropout prevention and enhancing early education with a focus on disadvantaged children and strengthening teacher training
will lead to improvements of education quality and equity in the long-term. The JP’s outputs will create an opportunity to build an education system that is more resilient, adaptable to student needs, equitable, and inclusive, with a strong emphasis on the role of technology in teacher’s training at scale and ensuring learning continuity between the school and the home.

Sustainable Development Goals

4. Quality Education

Task description

Within the delegated authority and under the direct supervision of Education Officer, the Project Officer (UNV) will be responsible to support the Joint Project; coordinate the collection of data and liaise with the government and non-government partners in the education sector in three administrative units (Republika Srpska, Una-Sana Canton, West Herzegovina Canton) and coordination Ministry of Civil Affairs, based in Sarajevo.

The national UN Volunteer will undertake the following tasks:

Support to programme development and planning

- Facilitate the development and establishment of results for the UN Joint project, and results-based planning through analysis of education needs and areas for intervention and submission of assessments for priority and goal setting in close collaboration with the selected government partners in education sector.
- Provide technical and administrative support to UN Joint Project government and non-government partners (Ministry of Education and Culture and Ministry of Science and Technology, Higher Education and Information Society in Republika Srpska; Ministries of Culture and Sports in Una-Sana Canton and West Herzegovina Canton and BiH Ministry of Civil Affairs) throughout all stages of the project implementation processes, complying with the UN organizational processes and management systems, to support programme planning, results-based planning (RBM) and monitoring and evaluation of results.
- Document the results provided by UNICEF, UNESCO and ILO in the education sector to facilitate review and any changes that might be required to ensure achievement of set results.

Programme implementation, monitoring and delivery of results

- Work closely and collaboratively with colleagues and partners to collect, analyze and share information on implementation issues, specifically with Ministry of Education and Culture and Ministry of Science and Technology, Higher Education and Information Society in Republika Srpska; Ministries of Culture and Sports in Una-Sana Canton and West Herzegovina Canton and Ministry of Civil Affairs of BiH.
- Perform real time monitoring of the school closure impact on households and learning continuity for vulnerable children, with specific focus on gender-disaggregated data through collecting/identifying sex, age and disability disaggregated data, including on gendered risks, needs and barriers to services, and use it to inform the policy and programme decisions.
- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government partners and other counterparts and prepare minutes/reports on results for follow up action by higher management and other stakeholders.
- Follow up on unresolved issues to ensure resolution.

Technical and operational support to programme implementation

- Undertake (online or physical) field visits and surveys and share information with partners and stakeholders in education sector to assess progress and provide technical support. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
- Provide technical and operational support to government counterparts, NGO partners, schools and UN partners on carrying out the implementation of the UN Joint project and delivery of results.
- Coordination of the UNV Youth coordinators that will be assigned to support JP implementation in the three selected administrative units: timely implementation of tasks, ensure smooth two-way communication and information sharing, assist in communication with local authorities and non-government institutions, support problem solving.

Networking and partnership building

- Build and sustain effective close working partnerships with government counterparts and stakeholders in education sector through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve and sustain results on education programmes.
- Participate in coordination meetings related to implementation of the UN Joint Project.

Innovation, knowledge management and capacity building

We are inspiration in action

T. +49 (0) 228-815 2000 A. PO Box 260111, 53113 Bonn, Germany
F. +49 (0) 228-815 2001 W. www.unv.org

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

- Provide support in identifying, documenting and sharing lessons learned for knowledge development and to build the capacity of stakeholders.
- Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results.
- Assist with oversight of research and ensure results are available for use in knowledge products.
- Participate as a resource person in capacity building initiatives to enhance the competencies of beneficiaries and other stakeholders.
- 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 UNICEF team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNICEF and its beneficiaries in the accomplishment of her/his functions, including:

- Coordinate and collect data gathered by the Youth UNVs posted in selected locations for the duration of the project implementation;
- Assist the Joint UN Project with administrative and programmatic daily implementation;
- Collect lessons learned and human interest stories in selected locations;
- Prepare briefs, social media content, and other relevant materials for the purpose of increasing project’s visibility;
- Assist with coordination of ILO activities, in particular in contacts with government authorities responsible for TVET, TVET schools and other local actors;
- Support the activities of consultants and contractors in the area of TVET in coordinating meetings, facilitating the access to research and the collection of information and data;
- Support in coordinating capacity-building activities and related communication between different stakeholders in the different administrative units.

• 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

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education - Additional Comments</td>
<td>University degree in Social Sciences, Education, Law, Business Administration or similar</td>
</tr>
<tr>
<td>Required experience</td>
<td>24 months</td>
</tr>
<tr>
<td>Experience Remark</td>
<td>At least 2 years of professional work experience at the national and/or international level in professional environment at the post-graduate level within academic, humanitarian, development or other social-science oriented fields</td>
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</table>
Language

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

Area of Expertise

- Development programme/project administration Optional

Area of Expertise Requirement

- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- 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 challenging environment; ability to work 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;
- Familiarity with E-Learning systems (Moodle, Google Education, others) is an advantage;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;

Need Driving Licence

- No

Competencies & Values

- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- 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, 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;

- 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  BIHR000472-8913

  Application procedure

  **EN**

  * Not yet registered in the UNV Talent Pool?

  Please 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?

  Please 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.

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

  **Application deadline:** 12-03-2021

  **doa.apply_url**  [https://vmam.unv.org//candidate/show-doa/QkIiUjAwMDQ3Mg==](https://vmam.unv.org//candidate/show-doa/QkIiUjAwMDQ3Mg==)

  **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.