

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BRAR000494--Volunteers Coordinator - Rondônia

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

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<b>Country of Assignment</b>	Brazil
<b>Host Institute</b>	United Nations Development Programme
<b>Volunteer Category</b>	National Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	4 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Porto Velho [BRA]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	
<b>Living Conditions</b>	

The assignment will be in Porto Velho (RO) . The level of security in Brazil is moderate (3). The United Nations Security Department - UNDSS Brazil advises to exercise a high degree of caution in Brazil due to the high levels of serious crimes and violence, particularly in large cities. Violent crimes such as robberies, armed robberies, kidnappings and sexual assaults are very high. All UN personnel should scrupulously follow UNDSS procedures and recommendations during their designation in Brazil. For missions in rural areas or indigenous reserves, special procedures may be applied. UN personnel should consult the local DSS office in advance. As this is a national assignment of UN Volunteers, the UN Volunteer will be responsible for organizing their own housing and other essential assets. UN National Volunteers are part of the malicious insurance plan.

## Assignment Details

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*We are inspiration in action*

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

**Assignment Title**                      **Volunteers Coordinator - Rondônia****Organizational Context & Project Description**

The United Nations Development Program (UNDP) works in some 170 countries and territories, helping to achieve the eradication of poverty and the reduction of inequalities and exclusion. UNDP helps countries develop policies, leadership skills, partnership skills, institutional capacities and develop resilience to maintain development results.

UNDP implements several projects in different areas and offers its partners technical, operational and management assistance through access to methodologies, expertise, expert advice and a broad international network of technical cooperation.

To contribute to human development, poverty reduction and the country's growth in priority areas, UNDP Brazil has a constant mission to align its services with the needs of a dynamic, multi-faceted and diversified country. The projects are carried out in partnership with the Brazilian government, international financial institutions, the private sector and civil society.

In November 2018, the National Justice Council (CNJ) and UNDP signed the international technical cooperation project BRA / 18/019 - Strengthening of the Monitoring and Inspection of the Prison and Socio-Educational System. The project aims to develop tools and strategies focused on strengthening the monitoring and supervision of the prison and socio-educational system, with emphasis on reducing overcrowding and super-population in these systems. In this sense, the project aims to position the National Council of Justice as a central actor in solving the crisis in the prisons and socio-educational systems, taking into account the particularities of each one. The actions envisaged include studies, evaluations and plans, as well as the creation of mechanisms and instruments to promote the implementation, dissemination and support of technical, conceptual and operational capacities aimed at improving criminal policies and socio-educational measures in the country. The project will also value the inter-institutional work between the Judiciary and Executive branches, in order to promote the dissemination of methodologies and sustainability of the actions developed within the scope of the project, even after its closure.

Working axes foreseen in the project:

1. Strategy for the reduction of overcrowding in prisons in Brazil developed and implemented
2. Strategy for quantitative control of adolescents in custodial sentences and measures involving deprivation of liberty developed and deployed
3. Promotion of citizenship and guarantee of the rights of persons deprived of their liberty in the Prison and Socio-educational System
4. "Intelligent Sentencing" project, contemplating the national dissemination of the Unified Electronic Execution System (SEEU), implemented and evaluated
5. Efficient management and project knowledge management performed

The project is valid until July 31, 2021, and may be extended, if necessary.

The UN Volunteer will be based within the State Court of Justice of Rondonia. S/He will work closely with the State Court and project teams.

**Sustainable Development Goals**    **16. Peace, Justice and Strong Institutions****Task description**

Within the delegated authority of the UNDP Team Leader and under the direct supervision of the UNV Programme Analyst in coordination with UNDP and CNJ project teams / designated mandated representative(s), the Volunteers Coordinator will support host entity throughout the volunteer management cycle to ensure effective identification, selection, deployment, on-boarding of University Volunteers, learning, contract management and reporting. Accountability for contract management lies with the UNV Volunteer Service Center.

The Volunteers Coordinator has a support role. Responsibility for the inclusive and transparent outreach, identification, selection, and inclusion of the UN Volunteers to the UN Security Management Systems Framework lies with the host entity.

**Community outreach for identification of candidates**

- Support the host entity to promote and launch a call for applications in targeted project cities, including advertisement in local websites, newspapers and other social media platforms, as applicable;
- Support host entity to translate UNV documents such as the description of assignment to the local language (if needed);

- Promote and support inclusive and transparent outreach.

### **Candidate registration and selection**

- Provide support to the host entity to gather and assess applications (either electronic in Volunteer Management Application Module (VMAM), or email, or in hard copy);
- Support candidate profiles' creation in VMAM;
- Support candidate applications in VMAM or outside the system;
- Support host entity to assess candidates (desk review, written test, interview, other) as decided by the host entity;
- Promote and support inclusive and transparent selection.
- Prepare candidate assessment report;
- Facilitate technical clearance of candidates when and if required;
- If required, support creation of database of selected candidates.

### **Volunteer recruitment, onboarding and contract management**

- Support selected candidates and volunteers to upload required documents in VMAM; (e.g. vendor form, health certificate / medical clearance, education credentials, identity information, beneficiary form, other)
- Support bank accounts opening or if required secure alternative payment method in consultation with host entity and UNV HQ;
- Ensure that each UN Volunteer has a signed contract;
- Support partner agency to design and provide context specific pre-deployment training: UN Volunteers Conditions of Service (COS), eService Leave Management, mandatory UNV online trainings and other project-specific trainings;
- Obtain information from the UNV Service Desk and if necessary, translate to guide volunteers on all volunteer management aspect including COS.
- Act as liaison point for emergency situations (relocation and medical evacuations and death of volunteer) and inform UNV Regional Programme Specialist, host entity and Volunteer Service Center immediately;
- Responsible for volunteer files completeness including leave related information (in VMAM);
- Capture lessons learnt on volunteer identification, selection, recruitment and management and possibly project success stories and share with UNV and host entity.
- Support UN Volunteer reporting in relevant UNV systems.
- Liaise with host entity and UNV with regards to contract extensions.
- Support State Court focal point

### **Self-learning**

- Undertake auto-didactic course on all relevant matters related to Volunteer Management Cycle in the first 2 weeks of assignment.

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**

Timely and effective support is provided in volunteer selection, recruitment and on-boarding  
Effective management and support of the Community Volunteers assigned to the project  
Effective support is provided to the project focal point.

- 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

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**Required Degree Level** Bachelor degree or equivalent

### Education - Additional Comments

Bachelor's degree in an area relevant to community or social development, project management or human resource management.

**Required experience** 36 months

### Experience Remark

At least 3 years of professional work experience at the national and/or international level in community development, programme management or human resource management.

Experience working in an international NGO or in the UN is an asset;

Proven experience and ability to work inclusively and collaboratively with a range of partners including government officials;

Experience with following established administrative processes

Experience developing new/innovative administrative processes an asset:

Have affinity with or interest in Peace and Justice, volunteerism as a mechanism for durable development, and the UN System

### Language Skills

- Portuguese (Mandatory) , Level - Fluent
- And One of these - English, Spanish (Mandatory) , Level - Working Knowledge

### Area of Expertise

- Volunteer programmes and volunteer management Optional
- Human resources management and development Mandatory
- Other development programme/project experience Optional

### Area of Expertise Requirement

Additional Requirements for Area of Expertise:

Excellent oral and written communication skills;

Translation skills are an asset;

Knowledge of the local project context including local languages and security issues;

Solid overall computer literacy, including proficiency in Microsoft Excel

**Need Driving Licence** No

### Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning

- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

## Conditions of Service and other information

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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.

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

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.

**Application Code** BRAR000494-5321

### Application procedure

\* Not yet registered in the UNV Talent Pool?

First register your profile at <https://vmam.unv.org/candidate/signup>. Don't forget to tick the yes box for: "I am interested in serving as a volunteer in my own country."

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 Brazil and legal residents in Brazil with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 06 September 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.