UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

GEOR000094--UN Youth Volunteer in Development, Diversity and Inclusion

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>Georgia</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Youth</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>01-02-2020</td>
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<tr>
<td>Duty Station</td>
<td>Tbilisi [GEO]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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<td>Assignment Place Remark</td>
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UN Youth Volunteer assignments are always without family

Living Conditions

The UN Volunteer will be based in Tbilisi with some programme-related travel to the regions of Georgia. Tbilisi has a population of around 1.06 million that is close to 30 per cent of total population (3.7 million) of Georgia. The official language is Georgian, although there are some other languages spoken by various ethnic groups. English is spoken by many in the Tbilisi-area, and also a majority of relevant contacts in government positions and civil society. Russian is also useful, especially with the older generation, population outside the capital and in daily interaction with taxi drivers, shopkeepers, etc. Tbilisi has a few international schools. Houses or apartments are available for rent. Living conditions are considered quite good, also for families, and improving rapidly. The city can offer various options for healthy lifestyle and...
good diet. There are good hotels and restaurants which offer various types of food and large international supermarket chains which offer most things needed by internationals living in Tbilisi.

Assignment Details

**Assignment Title**
UN Youth Volunteer in Development, Diversity and Inclusion

**Organizational Context & Project Description**

This UNV assignment is part of the UN Joint Programme for Gender Equality in Georgia. Three UN agencies – UNDP, UN Women and UNFPA – with funds from the Government of Sweden, pool their resources, experience, expertise and assets to address the challenges of gender equality in Georgia. The Joint UN Programme for Gender Equality focuses on the three main areas: (1) Women’s political and economic empowerment, (2) Eliminating violence against women, and (3) Realization of sexual and reproductive rights of population. The second phase of the programme was launched in 2015 and will continue through 2020.

UNDP’s work within the UN Joint Programme for Gender Equality is focused on enhancing political and economic empowerment of women through:

(1) **Policy advice** by advocating for streamlining gender equality to the national legislation and policies; assist in developing and updating strategic documents, including for national action plans; support evidence-based policy dialogue across the Georgian society;

(2) **Strengthening national systems** by promoting coordination and implementation of innovative policies and plans related to gender equality, including for political and economic empowerment, SRH&RR, prevention and response to violence against women and girls, as well as supporting development and institutionalization of monitoring mechanisms of implementation.

(3) **Strengthening public advocacy** by working with civil society and local communities in Georgia to enhance the capacities of rights-holders and mobilize participatory advocacy platforms.

Respectively, national partners of the programme are: The Gender Equality Council of the Parliament of Georgia, Administration of the Government of Georgia and key ministries, local governments, local networks, non-profit organizations, and direct beneficiaries.

As a result of the programme, the proportion of women in the Parliament of Georgia increased from 6% in 2008 to 15% in 2016; The Women Councillors’ Forum was established in 2013 to increase women’s role in local governance; Targeted 16 municipalities incorporated gender principles in their 2014, 2015 2016, 2017, and 2018 local budgets; The Gender Equality National Action Plans for 2014-2016 and 2016-2018 were adopted setting the milestones for the country in achieving gender equality in different areas of political, social and economic life; Close to 2,000 rural women received vocational training in different areas to promote women’s participation in economic activities and increase local household income; A
massive public awareness campaign rolled out across Georgia in 2013, 2014, 2016 and 2017 years; The Association of Women Farmers of Georgia that was established by seven women participants of the programme, now counts close to 200 members across Georgia.

UN Youth Volunteer will be involved and have opportunity to contribute to all programme activities.

Sustainable Development Goals
16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the Project Manager for the UN Joint Programme for Gender Equality, the UN Volunteer will undertake the following tasks:

- Contribute to the institutional development of various state entities by supporting the developing the diversity and inclusion training module for the Parliament, Administration of the Government, Civil Service Bureau, and other state entities,
- Write and publish monthly blogs/articles on diversity and inclusion related matters in the society as well as at various state entities (topics to agree with the Project Manager),
- Represent the UN Joint Programme for Gender Equality at various events organized by partner organizations and local counterparts, including high-level state representatives and prepare info-briefings for the programme team,
- Provide technical support to planning and implementation of social campaigns aimed at breaking D&I related social stereotypes and further work in tackling social norms that inhibit the achievement of gender equality as well as diversity and inclusion of various under-represented groups,
- Conduct various small-scale needs-based research pertaining to political and economic empowerment, as well as diversity and inclusion,
- Contribute to creating regular knowledge sharing tools for staff to build capacity, awareness, and understanding of key gender and diversity and inclusion related matters,
- Contribute to writing success stories on women and youth empowerment in Georgia,
- Collect information within the respective outcomes of the programme on women’s political and economic empowerment to contribute to drafting the final report,
- Follow on-going international trends in diversity and inclusion gender equality included (including technological developments and D&I/GE), diversity and inclusion and prepare briefing notes on newly published research and studies,
- Perform other duties as required based on on-going needs of the UN Joint Programme for Gender Equality in Georgia.

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**

- Training module on diversity and inclusion for the Parliament, Administration of the Government, Civil Service Bureau, and other state entities,
- Briefings for the programme team on high-level events with state agency representatives,
- Regular blogs/articles on diversity and inclusion related matters in the society as well at various state entities,
- Success stories on political and economic empowerment in Georgia,
- Small-scale needs-based research pieces,
- Briefing notes on newly published research and studies in diversity and inclusion, gender equality (including technological developments, D&I and GE),

- 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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<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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<tr>
<td>Education - Additional Comments</td>
<td>social science, humanities, law, economics, public administration/policy, gender studies, or other relevant field</td>
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<tr>
<td>Required experience</td>
<td>0 months</td>
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</tbody>
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**Experience Remark**

- Demonstrated interest and/or experience (up to 2 years) in project implementation in developing settings, institutional development, creative writing, and diversity and inclusion mainstreaming within and outside the organization
- Previous experience as a volunteer and/or experience of another culture, (i.e., studies, volunteer work, internship) would be highly regarded,
- In-depth understanding and knowledge of the UN Sustainable Development Goals,
- Understanding of the UNDP diversity and inclusion, women and youth empowerment priorities,
- Experience and/or knowledge of day-to-day project implementation approaches,
- Experience of working with youth, women, and/or minority groups would be an asset,
- Experience and/or knowledge of gender mainstreaming, as well as diversity ad inclusion approaches in development projects from inception to evaluation would be highly regarded,
- Strong writing, including creative writing, skills,
- Strong personal communication skills to exchange information, and key ideas in a manner that engages the audience and helps others to understand and implement the Diversity and Inclusion approaches,
- Ability of working in the environment with a limited understanding of local language,
- Enthusiasm and ability to learn and exercise new skills in a prompt manner.

Language
- English (Mandatory), Level - Fluent
- And One of these - Russian, Georgian (Optional), Level - Working Knowledge

Area of Expertise
- Other development programme/project experience Mandatory

Area of Expertise Requirement

Learning Expectations

Learning and development are a central part of the UN Youth Volunteer’s assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer’s skills and competences, improve the quality of the assignment and keep the volunteer’s motivation high.

Learning elements for the UN Youth Volunteer include the development of:
- Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.
- Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.
- Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer’s assignment. The host agency will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

Need Driving Licence
No

Competencies & Values
- Accountability
• Adaptable and flexibility
• Commitment and Motivation
• Communication
• Creativity
• Ethics and Values
• Integrity
• Judgement and Decision-making
• Planning and Organizing
• Professionalism
• Respect for Diversity
• Self-Management
• Working in Teams

Conditions of Service and other information

Condition 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

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  GEOR000094-5671

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 (assignment) 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 (assignment) to which you would like to apply.

Candidates may apply to a maximum of three (3) special calls (assignments) per advertisement. You may specify your order of preference in the ‘Additional Remarks’ section of your profile.

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 3 to 6 February 2020.

Application deadline: 24 November 2019

doa.apply_url  https://vmam.unv.org//candidate/show-doa/R0VPUIjAwMDA5NA==

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.