

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

JAMR000045--Project Associate, Amplifying Youth Voice & Action Project

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	Jamaica
Host Institute	United Nations Development Programme
Volunteer Category	National Youth
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Kingston [JAM]
Assignment Place	Family Duty Station

Assignment Place Remark

All youth and university assignments are without family.

Living Conditions

Jamaica is a Caribbean Country with good living conditions. There is usually adequate water and electricity supply. Housing conditions are of varying quality depending on the area. Travelers to Jamaica are advised to take normal security precautions required in larger cities and will receive a security briefing upon arrival to note area to avoid.

Jamaica has a rich and diverse culture blended from around the world. The official language of Jamaica is English; however, one is most likely to hear the local dialect, Patois.

There are several good schools in Jamaica at all levels. There are over 50 tertiary institutions presently operating in Jamaica, which are either publicly or privately owned. Jamaica has a well-established banking system and all major credit cards are accepted as a means of payment for commercial transactions.

Jamaica offers excellent food and dining options from casual dining experiences to fine restaurants. There are also several international food franchises.

Public transportation as well as private taxis are readily available and easily accessible at generally low rates.

Assignment Details

Assignment Title

Project Associate, Amplifying Youth Voice & Action Project

Organizational Context & Project Description

The United Nations Development Programme (UNDP) works in 170 countries and territories worldwide, helping to achieve the eradication of poverty and the reduction of inequalities, and exclusion. The UNDP Multi-Country Office (MCO) based in Jamaica serves the Government of Jamaica, Bermuda, The Bahamas, the Cayman Islands and the Turks and Caicos Islands.

In Jamaica, the MCO portfolio of projects spans the areas of citizen security and safety, climate change adaptation and mitigation, natural resource management, democratic governance and social protection. This UNV assignment is part of the **Amplifying Youth Voice & Action to address Citizen Security & Safety Project**, in Jamaica

The “**Amplifying Youth Voice & Action to address Citizen Security & Safety Project**” will empower Jamaican Youth to actively participate in the local Citizen Security governance and policy making mechanisms. This project aims to further enable youth to design and implement demand-driven interventions in their communities that will improve citizen security and safety. Three key activities have been identified to aid in the achievement of this goal:

- (I) Ten (10) youth-led organisations located in priority communities will be given the opportunity to enrol in a 12-month incubator programme enhance their capacity and maximize opportunities for activity engagement in the policymaking and policy implementation process.
- (II) Each youth-led organisation who would have completed the capacity building phase of the incubator will be awarded grants to implement and monitor microprojects with an explicit focus on citizen safety and security. The grants will be channelled through a local established NGO through an on-granting mechanism.
- (III) To further foster inter-generational exchange and capacity strengthening, selected members of the Youth-organisations who completed the incubator programme or who have successfully used the on-granting mechanism with internship opportunities.

These activities will be supported by a coalition of diverse stakeholders from the Government, International Development community, Civil Society, Academia and the Private Sector.

Sustainable Development Goals

10. Reduced Inequalities

Task description

Under the direct supervision of CO Programme Specialist, the National UN Youth Volunteer will:

- Assist with the implementation and administration of programme strategies.
- Provide on-demand support for programme beneficiaries;
- Organize and facilitate stakeholder consultations and engagements;
- Coordinate events, including seminars, workshops, consultations, meetings, and other project activities;
- Facilitate professional, clear and timely communication with partners and stakeholders, as required to ensure seamless implementation of logistical and events planning tasks and activities.
- Support the UNDP MCO in building strategic partnerships related to the youth citizen safety and security focus specifically with target communities, UN Agencies, government institutions, bilateral & multi-lateral donors, private sector and civil society.
- Support the preparation and dissemination of semiannual and annual report on the project's implementation and interventions.
- Assist in the creation of knowledge products that detail lessons learnt and best practices in programme.
- Provide sound contributions to knowledge networks and communities of practice.
- Ensure proper control for payments and financial reports in keeping with UNDP rules and Regulations.
- Assist in the provision of documentation to support procurement and payment processes.
- Ensure that grant funds are distributed and expended in keeping with the Work plans
- Support to spot checks, financial audits and financial closure of the project and ensure provision of requisite documentation.
- Participation in the trainings for the project staff on finance and other UNDP processes and procedures.
- Support the preparation of project financial reports, as required.

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- 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 self- reports on UN Volunteer actions, results and opportunities.
- 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.

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

- Contribute to the development of a unique capacity development incubator reaching at risk youths;
- Support the development and implementation of youth led micro-projects to address citizen security and safety;
- Establish multi-stakeholder coalition to support, mentor, invest in youth development incubator;
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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
- 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 dur-ing 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

- Academic: Education with a Bachelor's degree in the [Social Sciences, the Humanities, Education or in Development related fields is required](#). [Recent university graduates with strong leadership skills and demonstrated community involvement are encouraged to apply](#).

Required experience 0 months

Experience Remark

T. +49 (0) 228-815 2000
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

We are inspiration in action

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

- 1 to 2 years work experience in project management/implementation, is desirable but is not a requirement

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Development programme/project administration Optional

Area of Expertise Requirement

- 1 to 2 years work experience in project management/implementation, is desirable but is not a requirement.
- Experience (up to 2 years) in youth advocacy, community development and community organizing is desirable but not a requirement
- Demonstrated experience in design, delivery and organization of workshops and other training/ stakeholder engagement modalities.
- Knowledge of the socio-economic challenges of youths within Jamaica is required.
- Motivated to contribute towards peace and development and to serve others;
- Good interpersonal, networking and communication skills;
- Willingness to contribute and work as part of a team;
- Flexible and open to learning and new experiences;
- Respect for diversity and adaptability to other cultures, environments and living conditions;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).

Need Driving Licence

No

Conditions of Service and other information

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

Note on novel coronavirus – COVID-19.

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) and final repatriation (if applicable).

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

JAMR000045-8045

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 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.

Application deadline: 04 November 2020 at 23:59hrs, Germany time

doa.apply_url<https://vmam.unv.org/candidate/show-doa/SkFNUjAwMDA0NQ==>**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.