UN VOLUNTEER DESCRIPTION OF ASSIGNMENT
KAZR0000252--Local Volunteers Coordinator

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>Kazakhstan</th>
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<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>
<td>10 months</td>
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<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Nur-Sultan [KAZ]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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</tbody>
</table>

Assignment Place Remark
The post is open only for citizens of Kazakhstan.
The assignment is under telecommuting working arrangement.

"House rules":
• Completion of the UN/UNICEF mandatory trainings is obligatory upon commencement of the assignment.
• UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles.
• UNICEF is committed to diversity and inclusion within its workforce, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities. • All materials developed will remain the copyright of UNICEF and UNICEF will be free to adapt and modify them in the future.
Assignment Details

Assignment Title: Local Volunteers Coordinator

Organizational Context & Project Description

For 70 years, UNICEF has been working on the ground in 190 countries and territories to promote children’s survival, protection and development. The world’s largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments. UNICEF has over 12,000 staff in more than 145 countries. The position is with UNICEF Kazakhstan country office, for more information please visit the website: www.unicef.org/kazakhstan

In Kazakhstan, young people aged 10-24 make up almost one-fifth of the population. With education, skills, and opportunities, these young people will help transform economies and countries. UNICEF encourages the participation of young people and children and involves them in identifying problems and finding solutions in various areas, such as problems affecting children in urban settings, school safety, and youth policy. To make Kazakhstan a world leader in promoting the youth agenda, UNICEF launched volunteering programmes in 2020 in the following areas: - #PlasticFreeKazakhstan programme to promote positive environmental practices among children and to reduce the use of plastic; - Be Kind campaign to prevent bullying in schools and to promote positive parenting; creating a safe environment and combating bullying and cyberbullying. - Supporting adolescents during the COVID-19 outbreak through the online #ПайдасыБарКарантин campaign.

With the support from the Government of Kazakhstan, it is planned to scale up the volunteering programme to all regions of Kazakhstan and to engage more young people as UNICEF volunteers.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Under the direct supervision of UNICEF Kazakhstan Partnerships Specialist, the UN Volunteer will undertake the following tasks:

- Support Partnerships Specialist in day-to-day coordination of the UNICEF Kazakhstan volunteering programme;
- Ensuring timely and duly implementation of all activities listed in the Programme document in accordance with the rules and regulations of UNICEF;
- Coordinate various volunteering programme components, including (1) #PlasticFreeKazakhstan on eco-friendly practices; (2) Be Kind campaign on bullying prevention, (3) disaster risk reduction campaign and (4) online volunteering campaigns on promoting child rights;
- Ensures coordination with the partner organizations, local authorities and the Ministries to ensure all the necessary supporting documents for project implementation;
Qualifications/Requirements

Required Degree Level

Master degree or equivalent

Education - Additional Comments

Master’s degree in Communication, Public Policy, Social Science or other relevant field

Required experience

60 months

Experience Remark

- Proven ability to coordinate and manage complex project work, with focus on education or your engagement,
- Experience in building partnerships with various stakeholders, including NGOs, local authorities and private sector partners,
- Experience in managing, guiding and motivating team members;
- Experience in report writing, monitoring and evaluation of projects;
- Previous experience working with the UN funded projects desirable;
- Good communication and public speaking skills;

Ensuring accurate and timely submission of quarterly and annual activity progress reports, financial reports and FACE forms to UNICEF;

- Coordinates assessments to evaluate the impact of the volunteering programme;
- Work on volunteering programme promotion by preparing inputs to press releases, human interest stories and other public information products;
- Any other tasks deemed necessary to achieve the project objectives according to the request of UNICEF.

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

• Efficient, timely, responsive, and high-quality support in UNICEF Kazakhstan volunteering programme implementation;
• Volunteering programme scaled up in all the regions of Kazakhstan;
• At least three press releases and three human interest stories prepared on the volunteering programme;
• Updates on the volunteering programme regularly provided to the communication team for the social media coverage;
• The development of capacity through coaching, mentoring and formal on-the-job training, when working with 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.
• 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
Language

- English (Mandatory), Level - Fluent
- AND - Russian (Mandatory), Level - Fluent

Area of Expertise

- Volunteer programmes and volunteer management Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Communication
- Empowering Others
- Integrity
- Planning and Organizing
- Professionalism
- Working in Teams

Conditions of Service and other information

Conditions of Service:

Click here to view 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
KAZR000252-7551

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

Application deadline 17th August 2020.

doa.apply_url
https://vmam.unv.org//candidate/show-doa/S0FaUjAwMDI1Mg==

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.