

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KAZR000259--UNV Programme Officer (to be eligible to apply to the UNDP-UNV Talent Programme for Young Professionals with Disabilities, candidates need to be a person living with a disability and a citizen of Kazakhstan)

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	Kazakhstan
Host Institute	United Nations Development Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Nur-Sultan [KAZ]
Assignment Place	Family Duty Station

Assignment Place Remark

To be eligible to apply to the **UNDP-UNV Talent Programme for Young Professionals with Disabilities**, candidates need to be a person living with a disability and a citizen of Kazakhstan.

Living Conditions

To be eligible to apply to the **UNDP-UNV Talent Programme for Young Professionals with Disabilities**, candidates need to be a person living with a disability and a citizen of Kazakhstan.

The position will be based in Nur-Sultan (former - Astana), Kazakhstan. Its favorable location in the center of the Eurasian continent makes it an economically advantageous transport, communication and logistics center, and a natural bridge between Europe and Asia.

A well-known Japanese architect Kisho Kurokawa became the author of the general layout of the capital city. The average temperature is 3°C, rising to over 40°C during the hottest period. The hottest month in Nur-Sultan is July and the coldest month is February. Nur-Sultan's total population is now over a million of inhabitants.

UN Country Office in Nur-Sultan

The United Nations System began its country-based operations in Kazakhstan in early 1993, after the conclusion of an agreement between President Nazarbayev and the Secretary-General of the United Nations Boutros Boutros-Ghali on 5 October 1992. In 2007, those agencies that had country coverage only, moved to Nur-Sultan, while agencies with regional coverage stayed in Almaty. As for now, there are 12 UN agencies, including UNDP, that are located in the prime area of the capital.

The detailed information on Kazakhstan and its conditions as well as about UNDP in Kazakhstan is available [here](#).

Assignment Details

Assignment Title

UNV Programme Officer (to be eligible to apply to the UNDP-UNV Talent Programme for Young Professionals with Disabilities, candidates need to be a person living with a disability and a citizen of Kazakhstan)

Organizational Context & Project Description

The United Nations Development Programme (UNDP) works in more than 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. UNDP helps countries to develop policies, leadership skills, partnering abilities, institutional capabilities and builds resilience in order to sustain development skills.

UNDP Governance Unit supports Kazakhstan's aspiration to enter the ranks of 30 most competitive nations in the world by assisting in most critical reform areas, including Public Administration, Civil Service and Justice Sector Reforms, as well as consensus building, fostering dialogue between the state and civil society, and bringing together key stakeholders. It also helps increase the effectiveness of public administration by helping the government boost accountability, strengthen human resource management, improve the delivery of public services, decentralize state functions as well as advance local self-governance. Considering the judiciary, rule of law and civil service reform are one of the main areas of UNDP's work, Governance Unit provides substantial support to the Government to build stronger justice and law enforcement institutions based on the principles of the rule of law. The joint projects contributed to the integration of issues faced by people with disabilities, into government programs and documents, increased the capacity of policy makers and civil society through knowledge of the situation of persons with disabilities in the country. Kazakhstan ratified the Convention on rights of people with disabilities in 2015. Also UNDP has supported Kazakhstan in developing legislation on the rights of persons with disabilities, institutionalizing and enhancing the institutional capacity of non-governmental organizations of persons with disabilities and social protection agencies at various levels, etc.

Under the direct supervision of the Head of Unit / Programme Associate of Governance Unit, the UNV Programme Officer provides programme support services ensuring high quality, accuracy and consistency of work.

The UNV Programme Officer works in close collaboration with the operations, programme and project staff as required to exchange information and support programme delivery.

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Sustainable Development Goals

10. Reduced Inequalities

Task description

Under the guidance of the UNDP Governance Unit and in cooperation with project staff, the UNV Programme Officer will provide the following support in:

- Preparation of project reports, including progress and annual reports, as well as ad hoc technical reports, if and when needed;
- Assistance in creation of strategic partnerships and implementation of the resource mobilization strategy;
- Provision of high quality advisory services and facilitation of knowledge building and management;

- Preparation and implementation of monitoring plans for documentation of lessons learnt with an emphasis on the production of quality knowledge products to be shared with all stakeholders;
- Identification of sources of information related to policy-driven issues and initiate, if necessary, diagnostic studies in the respective areas of governance in Kazakhstan;
- Collection, analysis and presentation of information for identification of areas for support and programme formulation/ implementation;
- Making disbursements in accordance with activities and budgets of approved project preparation grants;
- Drafting contracts for local and international experts and consultants, and sub-contracting institutions;
- Preparation of project budget revisions, determination of unutilized funds;
- Maintenance of the database of partners and key government contacts;
- Analytical support, drafting speeches, official communication.

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

Support of the Governance Unit effectively in priority areas of its work, including, but not limited to effective management support, design of new initiatives:

- Coordinates his/her actions with the Programme and Project staff;
 - Assists in strategic partnership development;
 - Provides high quality analytical support in the judiciary, rule of law, civil service and social protection areas;
 - Ensures the timely and high-quality execution of the task requirements.
 - A final statement of achievements towards volunteerism for 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 during 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

Bachelor Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences would be desirable

Required experience 24 months

Experience Remark

Qualifications, skills:

- 2 year experience in project/programme implementation;
- Good computer skills (Word, PowerPoint, Outlook Express, Internet Explorer and other software products);
- A confident user of Windows, MS Office (Word, Excel, Power Point, Access) and other applications;

- Ability to work in a team, excellent communication skills;
- Excellent knowledge of English and Russian languages;

Core Competencies:

- Demonstrating/safeguarding ethics and integrity;
- Demonstrating corporate knowledge and sound judgment;
- Experience in doing data gathering and research is must;
- Proven analytical and report writing skills are advantageous;
- Self-development, initiative-taking;
- Acting as a team player and facilitating team work;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Creating synergies through self-control;
- Managing conflict;
- Learning and sharing knowledge and encouraging the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member;

Language (s): Fluency in spoken and written Russian and English. Knowledge of Kazakh is an advantage

Competencies and values:

- Innovation: *Ability to make new and useful ideas work* - Adept with complex concepts and challenges convention purposefully;
- Leadership: *Ability to persuade others to follow* - Generates commitment, excitement and excellence in others;
- People Management: *Ability to improve performance and satisfaction* - Models independent thinking and action;
- Communication: *Ability to listen, adapt, persuade and transform* - Synthesizes information to communicate independent analysis;
- Delivery: *Ability to get things done while exercising good judgement* - Meets goals and quality criteria for delivery of products or services;

Language

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

Area of Expertise

- Development programme/project administration Optional

Area of Expertise Requirement

Programme/project administration.

Need Driving Licence No

Competencies & Values

- Communication
- Creativity
- Ethics and Values
- Leadership
- Planning and Organizing
- Working in Teams

Conditions of Service and other information

Condition of Service

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

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We are inspiration in action

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

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 (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 KAZR000259-7962

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.

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

Application deadline: 15-11-2020

doa.apply_url <https://vmam.unv.org/candidate/show-doa/S0FaUjAwMDI1OQ==>

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.