

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KOSR000806–UN Youth Volunteer in Gender Equality & SDGs

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	Kosovo (as per UNSCR 1244)
Host Institute	Resident Coordinator Office
Volunteer Category	International Youth
Number of Volunteer	1
Duration	12 months
Expected Starting Date	01-10-2019
Duty Station	Pristina [KOS]
Assignment Place	Family Duty Station
Assignment Place Remark	

UN Youth Volunteer assignments are always without family.

Living Conditions

- Kosovo is located in the Balkans mountain range of South Eastern Europe. The climate is continental, with warm summers and cold, snowy winters.
- Houses/Apartments are easily available and generally have electricity and running water. Costs are reasonable, but vary according to location, i.e. city centre or outlying villages. Upon arrival, you will reside in a hotel or apartment until you get permanent housing. The UNV Field Unit can assist in identify suitable housing.
- There is no specific health problems associated with Kosovo, and no vaccines are required prior to arrival.

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We are inspiration in action

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

- Foods and dietary needs of all kinds are available in the many supermarkets. There are market places that cater in fruits and vegetables, and bakeries offer some exquisite pastries and breads. Fresh fish and meat are also easily available.

References to Kosovo shall be understood to be in the context of UN Security Council resolution 1244 (1999)

Assignment Details

Assignment Title UN Youth Volunteer in Gender Equality & SDGs

Organizational Context & Project Description

UN Kosovo Team (UNKT) is comprised of 18 resident and non-resident UN Agencies, Funds and Programmes working together in pursuit of sustainable development and inclusivity. The United Nations Development Coordinator (UNDC, equivalent RC), as the Chair, facilitates internal dialogue and coordinates the UNKT team to ensure that our collaborative efforts have an efficient and effective impact in Kosovo, and is within the framework of the 2030 Agenda for sustainable development (SDGs).

The UNKT members strive to achieve this work through a rights-based approach that aims to eliminate poverty, support health and education, and encourage sustainable growth, through enabling a thriving economy while protecting our planet.

The work of UNKT is closely aligned to that of our partners within the government, civil society, and the private sector. Jointly, the UNKT strives to increasingly align all our work with the UN's [Sustainable Development Goals](#) (SDGs), which is a central goal of our team and a foundation of our commitments, locally and internationally.

Through joint interventions defined in the UN Common Development Plan 2016-2020 (UNDAF) we aim to address key development challenges by focusing on three levels of collaboration: (i) collective advocacy for social change; (ii) joint programming to strengthen institutional, inter-institutional and societal capacities for social change; and (iii) streamlining of UN business operations for improved internal efficiency and effectiveness.

Sustainable Development Goals 5. Gender Equality

Task description

Under the direct supervision of UN Development Coordination Office (DCO) Team Leader the UN Volunteer will undertake the following tasks:

- Build on and connect ongoing UN advocacy efforts on gender equality and women's em-powerment in close coordination with UN WOMEN, UNFPA, UNDP, UNICEF and other UN organizations

- Review relevant literature and research reports in relation to Gender Equality and Women's Empowerment and related SDGs.
- Assist in liaising with organizations and academic institutions specializing in Gender Equality and Women's Empowerment and related development sectors to capture best practices and lessons learned and share with United Nations Kosovo Team (UNKT)
- Assist in preparing of mapping, analysis and updates, and also briefings, minutes and presentations on UN initiatives on gender equality for the UN Development Coordinator and her team
- Assist in the timely preparation and dissemination of publications, blogs and other materials related to the implementation of the joint UN advocacy activities with specific focus on gender equality and women's empowerment.
- Assist in the Development Coordinators Office in organizing meetings, workshops, seminars and conferences related to the topic;
- Performing other relevant duties assigned by the UN Development Coordinator within the scope 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

- Best practices on gender equality, women's empowerment and development collected and shared on regular basis with UNKT
- Assistance to organizing advocacy and other related initiatives on gender equality and women's empowerment provided.
- Knowledge building and knowledge sharing on related topic within UN Kosovo Team supported
- 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 gender studies, international development, social science and other relevant disciplines

Required experience 0 months

Experience Remark

- Demonstrated interest and/or experience (up to 2 years) in international development, gender equality and women empowerment initiatives, peace and security and or other relevant disciplines;
- 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. Microsoft Office applications and social media)

Language Skills

- English (Mandatory) , Level - Fluent

Area of Expertise

- Other development programme/project experience Mandatory

Area of Expertise Requirement

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, the UN Youth Volunteer will be offered diverse opportunities for learning and development opportunities aimed at strengthening his or her skills and competences, as well as opportunities to improve the quality of the assignment and maintain a high level of motivation.

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 opportunities to participate

in training courses and workshops offered to its personnel.

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Empowering Others
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Respect for Diversity
- Self-Management
- Working in Teams

Conditions of Service and other information

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.

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 KOSR000806-4708

Application procedure

Eligible candidates must be below 29 years of age throughout the assignment.

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. Your order of preference may be specified in the 'Additional Remarks' section of your profile.

This assignment is funded by the Government of Sweden, therefore only Swedish nationals are eligible to apply.

Prior to deployment, the selected candidate will be required to attend the following trainings:

- 15-20 September: Mandatory preparation training in Härnösand and Stockholm, Sweden, organized by Sida
- 23-26 September: UNV Assignment Preparation Training in Bonn, Germany

Application deadline: 25 June 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.