

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KOSR000812--national UN Youth Volunteer in Women's Empowerment

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

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<b>Country of Assignment</b>	Kosovo (as per UNSCR 1244)
<b>Host Institute</b>	United Nations Development Programme
<b>Volunteer Category</b>	National Youth
<b>Number of Volunteer</b>	2
<b>Duration</b>	6 months
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Pristina [KOS]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	

### 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.

### 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 work plan 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.
- Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

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

### Living Conditions

national UN Youth Volunteer will be based at UNDP Kosovo premises. Selected national UN Youth Volunteer is expected to commute to the respective office at his/her own expense.

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

## Assignment Details

**Assignment Title** national UN Youth Volunteer in Women's Empowerment

**Organizational Context & Project Description**

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W. [www.unv.org](http://www.unv.org)

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The primary and overarching objective of United Nations Development Programme in Kosovo is the eradication of poverty in the context of sustainable development, including the pursuit of the Sustainable Development Goals, and promotion of United Nations fundamental principles. The core dimension in our approach is investing in human development, wealth creation (with emphasis on issues such as entrepreneurship, job creation) and institutional reform and capacity development. The empowerment of women is key to all development and gender equality is a core part of all policy strategies. The SDG agenda and the economic, social and environmental dimensions of development include many development activities from democratic governance, economic and social reforms, conflict prevention, social justice, promotion of access to public services, the environment and sustainable management of natural resources, pro-poor economic growth, trade development, gender equality and social inclusion.

The United Nations Volunteers (UNV) programme contributes to peace and development through volunteerism worldwide. UNV works with partners to integrate qualified, highly motivated and well supported UN Volunteers into peace and development programming and promote the value and global recognition of volunteerism. UNV works under a dual mandate – to mobilize volunteers for the United Nations System and to advocate for the importance of volunteerism in development worldwide. Since its establishment in 1999 and in line with its mandate, the UNV programme in Kosovo has mobilized the largest number of UN Volunteers in the region and has promoted volunteerism in Kosovo as a major form of civic engagement.

The “Empowering Youth for a Peaceful, Prosperous, and Sustainable Future in Kosovo” (EYPPSFK) project, funded by the UN Secretary-General’s Peacebuilding Fund, implemented by UNDP-UNV, UNICEF and UN Women that will directly engage positive influencers of a shared future, namely young women and men from communities divided by perpetuation of conflict dynamics, who have been under-represented in leadership to work together on issues of shared interest and concern and become more active changemakers who will catalyze peace and trust-building efforts in Kosovo.

The joint project will implement activities under three core outputs:

Output 1: Young women and men from communities polarized in the current political environment have established the practice of jointly addressing issues of shared interest and concern.

Output 2: Trust in public institutions/service providers and confidence in gaining employment opportunities has improved through direct engagement based on responsive, transparent and participatory interaction.

Output 3: Leadership capacity and influence of women and young girls to engage in peacebuilding has been increased.

Two aspects of women’s participation in political process and peacebuilding will be strengthened: existing women representatives of political institutions will function as “Champions” to enhance the engagement of young women from the project target group, to encourage and facilitate their direct interaction with and gain practical experience within public institutions. The young women will gain direct

experience of governance processes, which will foster trust between the youth and institutions. Simultaneously, the activity, and attention surrounding the activity, will raise the profile of the Champions within the broader political environment. The regular mentoring by the selected mentors will be complemented by communications training to enhance public speaking skills and confidence, advocacy on issues of gender equality and social issues. In particular, the young women beneficiaries of this activity will be supported to develop practical project initiatives in service of the implementation of UNSCR 1325 in their home communities, to independently mobilize resources to implement these activities (to complement the material and advisory support that will be provided through this project) and to report back to the institutions on the activities implemented. UNDP-UNV will lead this activity package, in coordination with UN Women.

The project sees the Champions use the mentoring/coaching process as a strategy to empower young girls and women, to enable them, and their communities, to actively participate in the civic sphere by making use of their knowledge and voice, to affect positive changes in the politics and the society. Coaches are women with a background in politics (former mayor, MP, minister, municipal assembly, and similar) or senior leaders from the NGO and the private sector. Mentoring/coaching is a personalized process that provides clarity on what success would look like, understanding the obstacles and identifying specific actions that lead to a positive outcome. Throughout the process, mentoring/coaches are encouraged to challenge coachees beliefs through sharing personal experiences on facing and overcoming challenges and learning and growing from demanding situations.

Selected UN Youth Volunteer will be engaged as a mentee / coachee and throughout its assignment will be able to develop a 'growth' mindset to see challenging, negative or fearful situations as opportunities to expand, learn and grow.

This assignment is dedicated to committed young women who are willing to grow professionally and personally and benefit from this unique experience.

## **Sustainable Development Goals** 16. Peace, Justice and Strong Institutions

### **Task description**

Under the direct supervision of the assigned Mentor and and overall guidance of joint Project Coordinator the UN Youth Volunteer will undertake the following tasks:

- Establish a rapport / good working relationship with appointed mentor/coach
- Actively participate in weekly meetings with appointed mentor / coach
- Complete on timely manner all assigned tasks by mentor / coach
- Conduct research and prepare reports to be reviewed by the mentor / coach
- Participate in field visits jointly with the mentor / coach
- Participate in trainings dedicated to mentees
- Draft and implement an individual development / career plan with the support of mentor / coach
- Develop practical initiatives in promotion and implementation at community level of UNSCR 1325 with support of the mentor / coach and in collaboration with other mentees.

- Perform any other duties within the scope of work.

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

- Good rapport with the mentor / coach is established
  - Assigned tasks by the mentor are completed on timely manner
  - Development / career plan developed and implemented
  - Practical advocacy initiatives designed.
- 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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**Required Degree Level** Bachelor degree or equivalent

### Education - Additional Comments

- Bachelor's degree in social sciences, human rights, gender studies, international development or other related fields

**Required experience** 0 months

### Experience Remark

- Demonstrated interest and understanding of Kosovo's political system both municipal and central governance
- Demonstrated interest in the area of advancing women's rights, including advancing women's access to primary education with particular focus to non-majority communities.
- Genuine commitment to the process of mentoring / coaching

- Commitment to the importance of the mentoring relationship and willingness to treat it as a priority
- Willingness to develop and implement a plan based on the career needs and development goals.
- Good knowledge in working with Microsoft Office applications and in conducting online research.
- Previous experience as a volunteer at local, national or international levels a distinct advantage

#### Language Skills

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

#### Area of Expertise

- Gender equality and the advancement of women Mandatory

#### Area of Expertise Requirement

Need Driving Licence No

#### Competencies & Values

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

## Conditions of Service and other information

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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.

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

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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>

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**Application Code** KOSR000812-4856

**Application procedure**

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Eligible candidates must be between 18 and 29 years of age throughout the duration of their service.

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

**Application deadline:** 5th September 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.