

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### LAOR000582--Community Safe Migration Roll-out Volunteer

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

<b>Country of Assignment</b>	Lao People's Democratic Rep
<b>Host Institute</b>	International Organization for Migration
<b>Volunteer Category</b>	Community UN Volunteer full-time
<b>Number of Volunteer</b>	1
<b>Duration</b>	4 months
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Vientiane [LAO]
<b>Assignment Place</b>	Family Duty Station

#### Assignment Place Remark

The UN Community Volunteer full-time receives equivalent to approximately USD 255.42 as Monthly Living Allowance. Community Volunteers are part of the insurance plan (medical, life, permanent disability).

For more information about UNV Conditions of Service and Entitlements, please refer to the following:

<https://www.unv.org/become-volunteer/volunteer-your-country>

<https://vmam.unv.org/calculator/entitlements>

#### Living Conditions

Lao People's Democratic Republic (Lao PDR) is a landlocked country in Southeast Asia. It is mainly a mountainous country bordering Cambodia, the People's Republic of China, Myanmar, Thailand and Viet Nam. It has a population of 7.1 million (2020 estimate) which is ethnically diverse (49 ethnic groups) and rural (68 percent). Over the past five years, the country has witnessed political stability and high economic growth and among the countries experiencing fastest rate of urbanization in Southeast Asia. It has been the fastest growing economy in Southeast Asia over the past decade which led to significant poverty reduction and improved living conditions of

its people. The country moved from “low income” to “lower middle income” status in 2011. Lao PDR is a member of ASEAN since 1997 and joined WTO in 2013 and ASEAN Economic Community in 2015. The country is on the verge of graduating from LDC status, potentially as early as 2024. The next National Socio-Economic Development Plan will be launched from 2021-2025.

The incumbent will live in Vientiane which has reasonable economic and social amenities. There are no major security concerns as such and expats consider it safe to live in Vientiane. Laos has a tropical climate, with a pronounced rainy season from May through October, a cool dry season from November through February, and a hot dry season in March and April. Generally, monsoons occur at the same time across the country, although that time may vary significantly from one year to the next.

# Assignment Details

**Assignment Title** Community Safe Migration Roll-out Volunteer

## Organizational Context & Project Description

The International Organization for Migration (IOM) in partnership with the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), is now implementing a 4-year ‘Poverty Reduction through Safe Migration, Skills Development and Enhanced Job Placement in Cambodia, Lao People’s Democratic Republic, Myanmar and Thailand’ (PROMISE) Programme funded by the Swiss Agency for Development and Cooperation (SDC). PROMISE’s overall impact goal is to assist migrants, especially women, from CLM (Cambodia, Lao PDR, Myanmar) countries in gaining employment opportunities, through enhanced skills and protection, leading to poverty reduction in communities of origin.

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**Sustainable Development Goals** 10. Reduced Inequalities

## Task description

Under the direct supervision of designated IOM focal point in the country of assignment, the UN Community Volunteer will:

- Support the implementation of the safe migration information roll-out, in particular by conducting safe migration trainings to returning migrant workers in Quarantine Centers (QCs)
- Coordinate with the IOM Displacement Tracking Matrix (DTM) Operation Assistant and the relevant QC management teams to arrange schedules and prepare for daily training activities
- Ensure returned migrant workers receive adequate information on safe migration, including return and reintegration, as per IOM training materials
- Provide necessary logistic support (i.e. distribute water and snacks to participants in each roll-out training) in coordination with QC staff
- Monitor and record attendance of participants per training
- Report to IOM focal point with accurate attendance and photo image as evidence of work
- Any other related tasks as may be required or assigned by the supervisor.

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

T. +49 (0) 228-815 2000      A. PO Box 260111, 53113 Bonn, Germany  
F. +49 (0) 228-815 2001      W. [www.unv.org](http://www.unv.org)

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

- Gain solid understanding of IOM's safe migration materials
- Reach to an average of 1,000 returned migrants every month through safe migration roll-out, while respecting the guidelines on protection, gender, and other cross-cutting issues provided by IOM to inclusiveness.
- 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** Secondary education

### Education - Additional Comments

- Secondary school education or equivalent;
- Voluntary service, community engagement or work experience can be considered in lieu of any formal education;

**Required experience** 0 months

### Experience Remark

### Language

- Laotian (Mandatory) , Level - Fluent
- AND - English (Optional) , Level - Working Knowledge

### Area of Expertise

- Other development programme/project experience Mandatory

### Area of Expertise Requirement

**Need Driving Licence** No

### Competencies & Values

- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

## Conditions of Service and other information

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**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.

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).

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.

As UN Community Volunteers serve in the communities in which they live, they are not eligible for travel, settling in grant or resettlement allowance entitlements.

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 project context including security and emergency procedures;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to 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;
- Day to day 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** LAOR000582-9111

**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 volunteer assignment for National Community Volunteers (candidates need to be at least 18 to be eligible to apply) , therefore only nationals of Laos and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.**

**Application deadline:** 26 April 2021

**doa.apply\_url** <https://vmam.unv.org/candidate/show-doa/TEFPUjAwMDU4Mg==>

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**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.*