UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

NPLR000108--Cultural Heritage Assistant

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>Nepal</th>
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<tbody>
<tr>
<td>Volunteer Category</td>
<td>International University</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>6 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>20-01-2020</td>
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<tr>
<td>Duty Station</td>
<td>Kathmandu [NPL]</td>
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<td>Assignment Place</td>
<td>Family Duty Station</td>
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UN University Volunteer assignments are without family.

Living Conditions

Kathmandu, the capital of Nepal, lies under the Phase II of the UN Security classification, but is subject to change depending on the development of the security situation. Living conditions in Kathmandu are good. Comfortable inexpensive flats (furnished and unfurnished) are available in Kathmandu. Both imported and local foods and clothing are abundantly available. There is a short supply of water while it is also not safe to drink without treatment. Public transport is easily available and generally reliable though traffic congestion is extremely high. Kathmandu has a temperate climate with coldest temperature reaching just above zero at the night during the winter and mild but humid during the monsoon period, mid-June to end September.
Assignment Details

Assignment Title: Cultural Heritage Assistant

Organizational Context & Project Description:

- Host Institute

The UNESCO Office in Kathmandu contributes to building peace, alleviating poverty, and fostering sustainable development and intercultural dialogue in Nepal through education, science, culture, communication and information.

UNESCO is the only UN agency with a specific mandate in culture. UNESCO renowned cultural conventions provide a unique global platform for international cooperation and establish a holistic cultural governance system based on human rights and shared values. These international treaties endeavour to protect and safeguard the world’s cultural and natural heritage including ancient archaeological sites, intangible and underwater heritage, museum collections, oral traditions and other forms of heritage, and to support creativity, innovation and the emergence of dynamic cultural sectors.

The UNESCO Office in Kathmandu is conducting a wide variety of programs and activities aimed at supporting the government for policy enhancement and strengthening national capacity in the area of culture. The Kathmandu Office’s strategy focuses on strengthening national capacity, to protect tangible and intangible heritage through effective implementation of the relevant culture conventions.

Organizational Context & Project Description:

The government’s cultural strategy, as outlined in its 14th Plan, points out the main challenges the country faces, natural disasters, increased urbanization, lack of effective implementation of national laws and international conventions related to tangible and intangible cultural heritage, as well as lack of adequate financial resources for safeguarding and inventorying cultural elements. With the firm ambition of supporting the government and in particular the Ministry of Culture, Tourism and Civil Aviation (MoCTCA) and the Department of Archaeology (DoA), the office focuses its priorities to overcome these challenges through policy advice, advocacy, fund-raising, coordination, capacity building and pilot projects, in particular at the country’s four World Heritage properties, Lumbini the Birthplace of the Lord Buddha, the Kathmandu Valley, as well as the National Parks of Chitwan and Sagarmatha (Mount Everest).

The unique cultural heritage of the Kathmandu Valley and the surrounding regions was severely damaged during the 2015 Earthquake, including the monument zones of the Kathmandu Valley World Heritage Site. Therefore, one of the main objectives of the Office’s Culture Programme is to restore and rebuild the damaged or destroyed historic temples, palaces and museums, by supporting and developing the capacities of the local authorities and communities in this process. Building upon
the lessons learnt from the emergency operations to cultural heritage, and in the context of Nepal’s inherent vulnerability to disasters, raising awareness on the issues of heritage protection in emergencies is therefore also a priority.

The destruction of cultural heritage buildings also has serious repercussions on the intangible cultural heritage performed in them. The Culture Programme also works towards strengthening the human and institutional capacities for the identification and safeguarding of Nepal’s rich living traditions as enabler for sustainable development.

The government’s cultural strategy intends to “create an environment where religious and cultural values of all communities are being respected, reconstruct the damaged historical, archaeological and cultural heritages and protect, develop and promote them, promote cultural tourism, and carry out and investigate research, safeguard and promote tangible and intangible cultural heritages”. Hence, UNESCO Kathmandu contributes to the government’s efforts to attain SDG 11, and in particular towards the achievement of target 11.4 on the protection of the world’s cultural and natural heritage. This is in line with all major national policies, UNESCO’s 39 C/5 Culture, and Outcome 3 of the 2018 to 2022 UNDAF “By 2020, environmental management, sustainable recovery and reconstruction, and resilience to climate change and disaster are strengthened at all levels”.

**Sustainable Development Goals** 17. Partnerships For the Goals

**Task description**

Under the direct supervision of Head of the Culture Unit, the UN Volunteer will undertake the following tasks:

- Provide logistical support related to the implementation of programme activities in the area of culture, preferably in the protection of World Heritage and intangible heritage;
- Assist in logistical arrangements for the effective implementation of Japanese funded Lumbini project activities, and that of other extra-budgetary projects in post-earthquake cultural heritage recovery;
- Assist in preparation of a monthly status review on the alarming issues and state of conservation of the World Heritage properties in Nepal, mainly keeping track of daily news on the related sites and subjects;
- Assist in the preparation and organization of events, including conferences and training workshops, celebration of relevant international days etc., in the related areas;
- Support in maintaining systematic filing of the projects and related documents;
- Collect and systematically compile the information in areas such as heritage funding issues, private sector and communities concerns, rights and their practical implications, on themes such as culture for development, fostering cultural and creative industries, art education, heritage education, illicit trafficking in cultural property etc.;
- Assist in collection, compilation and orderly arrangement of information (facts, statistics, etc.) from different sources into one document;
• Assist in the preparing meeting minutes, news and photos of events organized by UNESCO in the area of culture and of the web services of the UNESCO Office in Kathmandu;
• Perform any other tasks as requested and assigned by the Head of Office or Programme Staff of the Culture Unit

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/website, 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

• Monthly report on the alarming issues and state of conservation of the four World Heritage properties in Nepal, mainly keeping track of daily news on the related sites and subjects.
• Six-monthly report of Japanese funded Lumbini project activities and the post-earthquake cultural heritage recovery project in Kathmandu Valley.
• Meeting minutes, workshop proceedings and news articles of the UNESCO culture sector activities.

• 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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<th>Required Degree Level</th>
<th>Secondary education</th>
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<tr>
<td>Education - Additional Comments</td>
<td>Currently studying towards a degree in preferably in a culture related field (tangible or intangible heritage) with background in heritage conservation, or sociology or anthropology or other relevant field.</td>
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<tr>
<th>Required experience</th>
<th>0 months</th>
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<tr>
<td>Experience Remark</td>
<td>Demonstrated interest and/or experience (up to 2 years) in culture related field (tangible or intangible</td>
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</table>
heritage.

- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;

Language Skills
- English (Mandatory), Level - Fluent

Area of Expertise
- Other development programme/project experience Mandatory

Area of Expertise Requirement

Need Driving Licence: No

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- Working in Teams

Conditions of Service and other information

Condition of Service: Click here to view Conditions of Service

Conditions of Service:

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
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$979 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 UN 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). 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 NPLR000108-4892

Application procedure

Eligibility: This assignment is funded by KOICA, therefore only Korean nationals are eligible to apply. 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.

Application deadline: 11 August 2019
Selection process: Kindly note that only shortlisted candidates will be contacted. Some UN Agencies select the candidate based on a review of the profiles of the shortlisted candidates, some conduct Skype or phone interviews (competency based). By 13 September, you will be informed by UNV of the outcome of the selection process.

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.