Informations générales

Pays d’Affectation  
Saudi Arabia

Agence/Institution hôte  
United Nations Development Programme

Catégorie de volontaire  
National Youth

Nombre de Volontaires  
1

Durée  
12 mois

Possibilité de prolongation de contrat  
Oui

Date présumée du début d’affectation  
Immédiate

Lieu d’Affectation  
Riyadh [SAU]

Remarque sur le lieu d’affectation

National UN Youth Volunteers in KSA are entitled for: monthly Volunteer Living Allowance (VLA) at the amount of SAR 7,916.25; annual and learning leaves; free access to different learning platforms; and free life and medical insurance.

For more information on UN Volunteer benefits, entitlements and support, please visit: https://www.unv.org/become-volunteer/volunteer-your-country/conditions-service

Conditions de vie

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the malicious insurance plan.
Détails sur l’Affectation

Titre de l’Affectation
Programme Assistant

Contexte organisationnel & description du projet

The primary role of United Nations Development Programme (UNDP) is to support country-led efforts to achieve the Sustainable Development Goals (SDGs). The work of UNDP in 170 countries around the world is anchored in diverse and effective partnerships, which are vital to our two critical roles at country level: (a) as an integrator across policy, programmatic and organizational silos; and (b) as an operational backbone for the United Nations and other partners.

Saudi Arabia is witnessing economic prosperity and progress in all domains of socio-economic development which produced tangible improvement in all human development indicators such as standard of living, health and education services, environmental conditions as well as potentials of comprehensive development. In April 2016, the Government of Saudi Arabia announced its Saudi Vision 2030 – an ambitious long-term development programme.

Saudi Vision 2030 represents an ambitious blueprint with long-term goals and expectations. It is expressed in three themes of a vibrant society; a thriving economy and an ambitious nation. A review of the three themes and their underlying issues of national concern reveal a holistic approach to development that encompasses the three dimensions of sustainable development: the social, the economic and the environment.

The partnership between UNDP and Saudi Arabia is covering vital sectors and areas which contributes to address the needs of Saudi society, including enhancement of the local capacity of different government institutions and support to policy making and reporting. A wide set of under the scope of technical assistance is provided in order to assist the KSA departments in their reform processes.

This UNV assignment is part of UNDP’s Saudi Arabia efforts to promote volunteerism and ultimately increase the capacity to respond to the various technical assistance demands from the counterparts.

Objectifs de développement durable

11. Sustainable Cities and Communities

Description de l'action

Under the direct supervision of the Programme Analyst, the National UN Youth Volunteer will:

- Conduct research on topics related to sustainable development at large and on a number of thematic issues in particular;
- Support to formulation of new project ideas and documents in the Governance portfolio;
- Prepare presentations and collect material and information on UNDP projects at a national level to promote SDGs in the country;
- Support the revision/formulation of Concept Notes and Project Documents;
- Summarize UN and Government reports;
- Translate and/or proofread documents such as workplans and Terms of Reference (TORS);
- Draft letters in Arabic and/or English addressed to national counterparts;
- Support to financial and substantive monitoring and evaluation of the projects, identification of operational and financial problems, development of solutions;
- Support on progress reporting of projects;
- Draft agenda, follow-up on logistics of meetings and inform both parties of participation in the meetings. Attend these meetings when required;
- Take minutes of meetings;
- Maintain and follow-up on decisions and actions agreed;
- Maintain the electronic filing system to ensure thematic organization and availability of documents, correspondences and reference materials;
- Any other related tasks as may be required or assigned by the supervisor.

En plus de ce qui précède, les Volontaires des Nations Unies sont censés :

- Renforcer leurs connaissances et compréhension du concept du volontariat en lisant la documentation mise à disposition par le programme VNU, les publications externes et prendre activement part aux activités du programme VNU, par exemple s’impliquer dans les activités commémoratives de la Journée

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

<table>
<thead>
<tr>
<th>Domaine de qualification</th>
<th>Bachelor degree or equivalent</th>
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<tr>
<td>Niveau de qualifications - autres commentaires</td>
<td>Bachelor’s degree in business administration, social studies, political science, development studies or another related field of expertise.</td>
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<td>Expérience Requise</td>
<td>12 mois</td>
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<td>Remarques sur l’Expérience</td>
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<td>Up to 2 years of relevant experience;</td>
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<td>Demonstrated interest and commitment to UNDP’s mission, vision and values.</td>
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<td>Motivated to contribute towards peace and development and to serve others;</td>
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<td>Good interpersonal, networking and communication skills;</td>
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<td>Willingness to contribute and work as part of a team;</td>
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<td>Flexible and open to learning and new experiences;</td>
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<td>Respect for diversity and adaptability to other cultures, environments and living conditions;</td>
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<td>Fluency in spoken and written Arabic and English is required</td>
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<td>Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;</td>
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<td>Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).</td>
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Linguistiques

- English (Mandatory), Niveau - Fluent
- AND - Arabic (Mandatory), Niveau - Fluent

Domaine d’expertise

- Other development programme/project experience Optionnel

Domaine d’expertise requis

- Other development programme/project experience Optionnel

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Permis de Conduire exigé  Non

Compétencies et Valeurs

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Professionalism
- Respect for Diversity
- Technological Awareness
- Working in Teams

Conditions de service et autres informations

Conditions de service  Click here to view Conditions of Service

Conditions of Service:


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) 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

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).

Code d'application SAUR000028-8887

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 Saudia Arabia and legal residents in Saudia Arabia with the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 10-03-2021

doa.apply_url https://vmam.unv.org//candidate/show-doa/U0FVUjAwMDAyOA==

Avertissement

Le programme VNU est un programme qui promeut l'égalité des chances et encourage les candidatures de professionnels qualifiés. Le Programme VNU s'engage à assurer la diversité en termes de genre, de nationalités et de cultures.