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>Turkey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>UNWomen</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>15-08-2020</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Ankara [TUR]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
<tr>
<td>Assignment Place Remark</td>
<td></td>
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</tbody>
</table>

Living Conditions

Ankara is the capital of Turkey and the country’s second largest city following Istanbul with the population of 5.5 million people. Centrally located in Anatolia, Ankara is an important commercial and industrial city. It is the seat of the Turkish government and houses all foreign embassies. The city is strategically located at an important crossroads for trade in proximity of Turkey’s highway and railway networks. Visas are required for entry into Turkey. It is therefore strongly recommended to check with the local Turkish Embassy or Consulate before traveling (http://www.mfa.gov.tr/visa-informationforforeigners.en.mfa). Nationals of EU member states and a limited number of nations are eligible for visas-on-arrival at international air termini and certain border crossing points.

- Security: The current security level in Ankara is minimal – 1. Ankara is considered a generally a safe city, where normal use of common sense and acting responsibly takes one a long way. The public transport is safe to use. There are no direct threats towards United Nations and its staff in Turkey.
- Medical Services: No special vaccinations are required for a travel to Ankara. Medical services available are of high quality, and health care services are available also in English.
- Housing: Apartments and flats are easily available and generally of good condition, with well working services (gas, electricity, water).
The cost of housing is reasonable, although smaller apartments and certain locations close to foreign embassies and the UN House tend to be more expensive. Some UN Volunteers opt for house sharing. Upon arrival, UN Volunteers will reside in a hotel until they find permanent housing. UNV Field Unit can provide assistance to UN Volunteers in identifying suitable housing.

- **Cost of living and services:** Housing is the largest monthly expense, and the cost of living is otherwise very affordable. Daily food and products are inexpensive, as are many services.
- **Imported goods and many non-essential services and products tend to be more expensive.** The provision of goods and services in general is very good. Local transportation ranges from buses, mini-busses called “dolmuş” to taxis, which are all affordable. The subway lines are very limited in the scope.
- **Weather:** The city has a mean elevation of 938 metres. It has cold, often snowy winters due to its elevation and inland location, and hot, dry summers. Because of Ankara’s high altitude and its dry summers, nightly temperatures in the summer months can be cool.

Language: Turkish is the only official language. English is widely spoken in touristic areas, but less commonly in Ankara. In supermarkets and shops, few Turkish words are useful. There are Turkish language schools and tutors available in Ankara.

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.

### Assignment Details

**Assignment Title**  
Programme Assistant

**Organizational Context & Project Description**

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women’s rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides support to Member States’ efforts and priorities in meeting their gender equality goals and for building effective partnerships with civil society and other relevant actors.

In line with UN Women Global Strategic Plan (2018-2021), and its Country Strategic Note (2019-2022), in Turkey UN Women works towards three overarching goals:

1. Women lead, participate in, and benefit equally from governance systems.
2. All women and girls live a life free from all forms of violence
3. Women and girls contribute to and have greater influence in building sustainable peace and resilience and benefit equally from the prevention of natural disasters and humanitarian action.

Towards these goals, UN Women implements programmes and projects that aim to advance gender equality, improve women’s access to opportunities, rights and services in political, social and economic life and combat gender stereotypes, discrimination and violence, as required by international and national legal and policy commitments. UN Women collaborates with numerous partners – central and local level government authorities, civil society organizations, including women’s organizations and platforms, academia, private sector companies, other UN agencies. It commits itself to the Leaving No One Behind principle, by supporting targeted actions to remove the obstacles that marginalized and vulnerable groups of women face in accessing their rights and to promote them as agents of change.

In addition to the programmes it implements, UN Women Turkey Office is also the chair of Gender Result Group of UN system. The UN Results Group on Gender ensures gender mainstreaming in UN Development Cooperation Strategy Turkey (UNDCS) planning and implementation and supports UN agencies to promote coordinated UN joint programming that advances gender equality and the empowerment of women. The Group develops policy and advocacy messages for joint advocacy initiatives and coordinates UN events such as International Women’s Day or the 16 Days of Activism.

**Sustainable Development Goals**

1. No poverty
2. Zero hunger
3. Good health and well-being
4. Quality education
5. Gender Equality
Task description

Under the direct supervision of UN Women Turkey Country Director, the UN Volunteer will undertake the following tasks and also will provide support to any operations and logistics related activities as requested by the Operations Analyst of UN Women Turkey Office.

1. Provide administrative and logistical support to the formulation, implementation and management of programmes
   • Provide administrative support to day to day implementation of activities of UN Women Turkey Country Office, especially under the core funded activities including the preparation of work plans, budgets, proposals on implementation arrangements and tracking the delivery of funds;
   • Provide support to the Country Director in external relations activities, such as facilitation of interaction with various external partners through written, verbal, and electronic communication, coordinating logistical arrangements related to visits, support with Turkish-English translation as required.
   • Participate in meetings, training sessions, conferences and other programmatic and operational events and prepare presentations, briefing materials, reports/minutes as required;
   • Support the office team in the organization of events, workshops, trainings under core-funded project and in particular, prepare invitation letters, contact participants, ensure collection of all relevant documentation related to travel of participants, prepare background materials for meetings and events, etc;
   • Provide support related to the logistics and organization of travel under Core budget, including drafting travel mission plans and preparing travel authorizations and logistical information;
   • Support with filing system in the office and ensure documentation as per UN Women rules and guidelines;

2. Support implementation of operational strategies
   • Support full compliance of administrative activities with UN Women rules, regulations, policies and strategies;
   • Support to the office for preparation of administrative business processes mapping and implementation of the internal standard operating procedures (SOPs);
   • Contribute to the provision of inputs to the preparation and implementation of administrative team results-oriented work plans;
   • Support office compliance with Internal and External Audit processes and recommendations;
   • Support Programme Team in timely implementation of Operational Processes, if needed.

3. Provision of procurement and financial support under core-funded project
   • Provide support with the collection of offers for selection of venues, services etc., in line with UN Women procurement rules; Create requisitions in Atlas for Core Budget expenses including making budget check for requisitions, POs and vouchers.
   • Support budget rephasal and revision in Atlas for Core & ExB. Support the programme team in the financial management of the project.
   • Use Atlas to prepare required budget revisions, revision of project award and project status, determination of unutilized funds, operational and financial closure of the project.
   • Receive invoices for procurement of goods and services and submit them to the Finance unit or buyer for payments in a timely manner ensuring that correct information on vendors is provided.
   • Draft and create payment requests for pre-approval and ensure all original financial records are kept on file, including both vendor and partner contracts and documentation.
   • Organize, compile and process information from the donor as well as from the programme team and keep track of the information through databases and e-filing.
   • Support the programme team in the tracking of and reporting on mobilized resources.

4. Facilitation of knowledge building and knowledge sharing
   • Provide support to the synthesis of lessons learnt and best practices;
   • Draft inputs to reports and briefing notes as requested;
   • Participate in and contribute to staff trainings to strengthen programmatic and operational skills

Perform 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
Qualifications/Requirements

Results/Expected Outputs

As an active UN Women Turkey Country Office team member, efficient, timely, responsive, client-friendly and high-quality support rendered to the office and its beneficiaries in the accomplishment of her/his functions, including:

- General understanding of the UN Women operational processes, rules and regulations, SOPs as well as programmatic approaches.
- Becoming more familiar with working in an International Organization and in a multicultural environment
- 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

Required Degree Level

Bachelor degree or equivalent

Education - Additional Comments

Bachelor’s degree in Economics, Finance, Political Science, Public or Business Administration, International Relations or in the field of social and administrative sciences

Required experience

24 months

Experience Remark

- At least 2 years of professional work experience at the national and/or international level in administration, finance, and supporting complex projects/processes that include extensive communication, coordination and facilitation
- Experience is an asset in organizing events and trainings;
- Experience in the UN system and agencies, international and development assistance organizations is an asset;
- Substantive knowledge of and experience on gender equality and women's empowerment will be considered a strong asset;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines.

Language

- English (Mandatory), Level - Fluent
- AND - Turkish (Mandatory), Level - Fluent
Area of Expertise

- Gender equality and the advancement of women Optional
- Development programme/project administration Optional
- Other development programme/project experience Optional

Area of Expertise Requirement

Need Driving Licence  No

Competencies & Values

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

Conditions of Service and other information

Condition of 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 (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

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

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.

Application Code

TURR000432-7428

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.

We are inspiration in action

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F. +49 (0) 228-615 2001  W. www.unv.org

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
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 Turkey and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

Application deadline 27th July 2020.

doa.apply_url

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

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.