Informations générales

Pays d'Affectation  
Turkey

Agence/Institution hôte  
United Nations Development Programme

Catégorie de volontaire  
National Youth

Nombre de Volontaires  
1

Durée  
12 mois

Date présumée du début d'affectation  
Immédiate

Lieu d'Affectation  
Ankara [TUR]

Lieu d'Affectation avec Famille

Remarque sur le lieu d'affectation

All youth and university assignments are without family.

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.

Détails sur l'Affectation

Titre de l'Affectation  
Project Assistant for the Youth Center in Ankara
Contexte organisationnel & description du projet

UNDP Turkey works for progress in four core areas:

1) Inclusive and Democratic Governance;
2) Inclusive and Sustainable Growth;
3) Climate Change and Environment; and
4) Syria Crisis Response and Resilience.

In addition to these core areas, UNDP Turkey is emphasizing the role of women, private sector, capacity development, and information and communication technology in its policies and programmes. To achieve progress in these areas, UNDP seeks to establish partnerships with the central government, local administrations, civil society, academia and private sector to strengthen its contribution to Turkey's development. UNDP works closely with line ministries to support the efficient implementation of development projects and programmes. UNDP Turkey also collaborates with other UN agencies present in Turkey to maximize the impact of the UN's activities in the country, including through joint initiatives on women, youth, internally displaced persons and the Sustainable Development Goals.

As of July 2020, Turkey hosts around 3.6 million Syrian refugees. Syrian refugees are mainly located in the Southeast Anatolia region bordering Syria, but as the crisis continued, the population has expanded to other regions as well. Turkey hosts the largest refugee population in the world and has demonstrated strong national ownership of the response. The Government of Turkey provides a rights-based legal framework through the Temporary Protection regulation, which offers access to education, health care, employment and social security to Syrians. According to the Government of Turkey, it spent 30 billion USD over the last 5 years on the response to the Syria crisis.

Currently, out of the 3.6 million registered Syrian refugees, more than 3.5 million refugees live amongst Turkish host communities. 40% of the 3.6 million refugees are concentrated in 4 provinces in the South East. Within these provinces, there are four municipalities in Turkey that are particularly impacted, each hosting more than 100,000 Syrians. In these cities, the ratio of the Syrian population to that of host communities is higher than 20%, including Kilis, Hatay, Gaziantep and Şanlıurfa. Populations have either reached or exceeded 2023 population projections. Kilis, for instance, hosts almost as many Syrian refugees as its local population.

UNDP supports the Government of Turkey to respond to this large-scale displacement through its Syria Crisis Response and Resilience Programme in Turkey to strengthen the resilience of refugees, host community members, local municipalities and relevant national institutions to cope with and recover from the impact. UNDP's resilience response strategy is to invest in existing national and local systems to ensure they can adequately serve both host and refugee communities.

Within the scope of Syria Crisis Response and Resilience Programme of UNDP Turkey CO, “Employability, Entrepreneurship and Social Stability for Syrian and Turkish Youth - in response to the Syria Crisis” (hereinafter referred to as “the Project”), will be implemented in line with the UNDP strategic objectives and national development strategies and policies.

The overall objective is to increase social stability and enhance the socio-economic integration of Syrian and Turkish youth through entrepreneurship, skills development and access to labour market.

The specific objective of the project is to increase social stability and enhance the socio-economic integration of Syrian and Turkish youth through entrepreneurship, skills development, access to labour market and enhancement of social cohesion. The project will have special focus on young women.

The project will consist of three outputs:

- **Output 1.** Increased Technical and ICT skills of Syrian and Turkish youth. This output will provide Syrian and Turkish youth Technical and Vocational Education Trainings and other types of skills development, including ICT through Youth Centers (Ministry of Youth and Sports).

- **Output 2.** Syrian and Turkish youth increased their access to employment and entrepreneurship. The trainings will allow youth to develop their skills in business proposals writing, budgeting, marketing, and customer services. Complementary to these trainings, a mentorship programme will be established to provide both in-kind and small grants to entrepreneurs that have feasible business plan to establish or scale-up their businesses.

- **Output 3.** Syrian and Turkish youth improved level of social cohesion. To reduce risks of social exclusion, this output will organize activities and/or events for social cohesion through trained staffs of Youth Centers and youth focal points.

The implementing partner of the Project is the Ministry of Youth and Sports.
Objectifs de développement durable  

8. Decent work and Economy Growth

Description de l’action

Under the direct supervision of Project Manager, the key function (KF) of the "National UN Youth Volunteer - Project Assistant" is the provision of operational and administrative support for the smooth implementation of the Project’s activities.

In this sense, the Project Assistant is expected to perform the following tasks and duties as demonstrated below:

- He/she should assist the Project Team in carrying out their functions for the efficient and timely administration and implementation of the project activities.
- He/she will maintain high standards of service delivery, including adherence to deadline, quick response time, accuracy and completeness of information and sensitivity to project needs and UNDP rules and procedures.
- He/she will be working in Youth Centers of Ministry of Youth and Sports in Ankara, Bursa, Şanlıurfa, Kocaeli and Istanbul for the coordination and overall management of the implementation of the related project activities in Ankara and the project provinces under the direct supervision of both UNDP and the Ministry.
- Support the project team during procurement, contracting, financial and human resources processes, as required,
- Support the project team on training and social cohesion activities and on the grant management,
- Provide support for organizing the events, workshops, meetings, trainings and conferences,
- Translate documents from English to Turkish and vice versa,
- Support to develop initial drafts of the reports/minutes of meetings in Turkish and in English with the supervision of Project Associate,
- Support to make the necessary program related travel arrangements (travel tickets, hotel reservations, DSAs, etc),
- Provide assistance to the project team, in keeping related information, documentation and correspondences including filing and archiving purposes,
- Assist in keeping close contact with relevant consultants and experts,
- Perform any other administrative and logistical duties as requested by the Project Manager
- Travel to the fields may be requested.
- 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 internationale des Volontaires (JIV), le 5 décembre.
- Se familiariser et développer toute forme de volontariat traditionnel et/ou local au niveau du pays d’accueil. • Refléter le type et la nature des actions volontaires qu’ils entreprennent, y compris leur par-ticipation dans les réflexions substantielles. • Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la publication du programme VNU/ site web, bulletin et notes de presse, etc. • Contribuer au Programme d’accueil des Volontaires des Nations Unies nouvellement arrivés dans le pays d’affectation ; • Promouvoir ou conseiller les groupes locaux dans l’utilisation des volontaires en ligne ou en-courager les individus et les organisations à utiliser les services de volontaires en ligne quand cela est techniquement possible.

Résultats / résultats attendus

- The Volunteer is expected to provide support on creating a database for ongoing project activities for reporting, monitoring and evaluation purposes,
- The Volunteer is expected to provide support on all the related administrative tasks, and
- The Volunteer is expected to support the coordination of the project activities among the MoYS, UNDP and project staff based in the Youth Centers
- The Volunteer is expected to assist to organize events, workshops, meetings, trainings and conferences by taking care of the necessary logistic and administrative arrangements and
- The Volunteer is expected to support the training and social cohesion activities and the grant management.
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout
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.

- 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 / Exigences

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<th>Domaine de qualification</th>
<th>Bachelor degree or equivalent</th>
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**Niveau de qualifications - autres commentaires**

- Bachelor’s degree in social sciences, administrative sciences or any other relevant field is **required**.

**Expérience Requise**

- **12 mois**

**Remarques sur l’Expérience**

- 1 year of professional work experience at the national and/or international level in administrative and logistical support functions and in organizing and coordinating events and activities, or other relevant programmes; relevant experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) is an **asset**, as is experience working in the UN or other international development organization on international development, Syria crisis response, humanitarian sector or any other relevant field.
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Basic presentation and facilitation skills;
- Basic project and time management skills;
- Analytical skills and ability to coordinate numerous ongoing initiatives;
- Experience working, day-to-day contact and follow-up with stakeholders/local partners/government;
- 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;
- Sound security awareness;
- Have affinity with or interest in working with/for refugees on social cohesion trainings and employment, volunteerism as a mechanism for durable development, and the UN System.

**Linguistiques**

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

**Domaine d’expertise**

*The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).*
Conditions de service et autres informations

Conditions de service  
Click here to view 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**

TURR000436-7595

**Application procedure**
* Not yet registered in the UNV Talent Pool?

Please first register your profile at [https://vmam.unv.org/candidate/signup](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](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](https://vmam.unv.org/candidate/profile). Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](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.

*Only Turkish nationals are eligible to apply

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

Application deadline: 2nd, September 2020

doa.apply_url

[https://vmam.unv.org/candidate/show-doa/VFVSUjAwMDQzNg==](https://vmam.unv.org/candidate/show-doa/VFVSUjAwMDQzNg==)

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.