

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

TURR000442--Field Education 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

Country of Assignment	Turkey
Host Institute	United Nations Children's Fund
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	01-10-2020
Duty Station	Gaziantep [TUR]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

Turkey is normally a pleasant country to live and work in. UNICEF has its country office in the capital, Ankara, and one field office (FO) in Gaziantep province of the South East region of the country. The UNVs will be based in the FO in Gaziantep.

The majority of provinces (64 of 81 provinces) in Turkey are assessed to be at Security Level 1, Minimal. Security Level 2, Low, is applied to Istanbul, Agri, Gaziantep, Sanliurfa and Kilis provinces. Security Level 3, Moderate, is applicable to Van, Tunceli, Siirt, Batman, Bitlis, Bingol, Mardin, Mus and Hatay provinces. Security Level 4, Substantial, applies to Diyarbakir, Hakkari and Sirnak provinces. Missions to Hakkari and Sirnak provinces remain temporarily restricted. Night travel is prohibited in Security Level 3 and 4 areas, and Agri and Igdir province.

Like other UN personnel, Personal and Home Security is your own responsibility. UNDSS will give you a Security Briefing upon your arrival, including information on travel restrictions and standard procedures for obtaining approvals for travel.

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

Field Education Assistant

Organizational Context & Project Description

United Nations Children's Fund (UNICEF) is a UN agency mandated to promote the protection of children's rights, including the right to education, and has been working in Turkey for more than 60 years. UNICEF works to achieve 5 goal areas, including Goal 2: Every Child Learns, using 8 change strategies, as well as utilizing the power of evidence to drive change for children. In line with this goal and strategy, UNICEF Turkey's Education Section works to support the Government of Turkey in delivering quality inclusive education to all children, including to the 1.7 million Syrian children under temporary protection.

In the Education Sector, UNICEF Turkey has been supporting the Ministry of National Education (MoNE) to scale up access to quality inclusive education for Syrian Under Temporary Protection and vulnerable Turkish children and adolescents. UNICEF has been the major partner of MoNE providing technical and programmatic assistance at both central and provincial levels, to scale up formal education opportunities for Syrian children through the MoE – UNICEF Programme Cooperation Rolling Work Plan (RWP). UNICEF also supports expanding other educational access, such as early childhood education (ECE) for young children and informal/non-formal education (I/NFE) for out-of-school children and adolescents.

This UNV assignment is to provide programmatic support at the field level to the UNICEF Turkey's Education Programme, focusing on assessing the education needs of Syrian refugees and host community as well as facilitating the implementation of quality and timely education activities at the respective assigned Provinces.

Based on the RWP, UNICEF supports the scaling up of formal schooling for Syrian children and adolescents, through different activities from Syrian Volunteer Education Personnel (SVEP) incentives program, Conditional Cash Transfer for Education (CCTE), Early Childhood Education, teacher training, non-formal education (NFE) through Accelerated Learning Program (ALP) and Turkish language class (TLC) and others. For out-of-school children and adolescents, UNICEF support informal/non-formal education programmes through partnership with NGO/CSO and Municipalities. These field-level programme activities need to be closely monitored and followed up to successfully achieve programmatic results and maintain excellent partnerships with the local education stakeholders.

Sustainable Development Goals

4. Quality Education

Task description

Within the delegated authority and under the supervision of Education Specialist or his/her designated mandated representative(s), the UNV Field Education Assistant will:

Support to programme development, planning and execution.

- Compile data and information on the UNICEF supported Education Programme activities in the respective assigned province(s) to facilitate preparation of reports, working papers, and presentations.
- Support close contact and coordination between UNICEF and the school managements in the province(s) to arrange meetings, workshops and training courses pertaining to programme development.
- Support the implementation of communication plans for education related activities as needed.

Support to monitoring and reporting of programme results.

- Prepare and maintain records, documents and control plans for the monitoring of project/programme implementation.
- Conduct field visits and report on the implementation of the UNICEF supported Education Programme activities in the respective assigned province(s), including: implementation activities under RWP (e.g., teacher training, SVEP, CCTE and others).
- Support monitoring of the implementation of the UNICEF-supported non/informal education activities and early childhood education (ECE) programmes through partnership with the Municipalities, NGOs/CSOs in respected assigned provinces.

Support to resource mobilization.

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

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- Compile and organize information and data pertaining to donors (both current and potential).
- Ensure proper visibility for UNICEF at the field level and support the organization of events, including donors' site visits for UNICEF-supported activities.

Support in knowledge management and capacity building.

- Gather and share information as needed in support of improving the processes and daily operations of the section.
- Support UNICEF partners with technical trainings when needed to improve the quality of activities.

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

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

- Meeting/field visit reports, highlighting activities undertaken to assess, monitor, evaluate and/or support education field activities
 - Inputs for drafting or amending/renewing partnership with the Municipalities and NGOs/CSOs
 - Monitoring forms and tables (filled as required)
 - Meeting minutes, records, documents, studies
 - Technical inputs for reports, project documents and submissions
 - Inputs to knowledge management products and strategies
- 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

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

- Bachelor's degree in a relevant area, e.g. education or area related discipline.

Required experience 24 months

Experience Remark

- At least 2 years of professional work experience at the national and/or international level in planning and management education, social development, or other relevant programmes; experience with emergency and humanitarian response is an asset, as is experience working in the UN or other international development organization;
- Excellent oral and written skills in English and Turkish; excellent drafting, formulation, reporting skills; Arabic language skills would be an asset
- 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 children's rights, volunteerism as a mechanism for durable development, and the UN System.

Language

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

Area of Expertise

- Other educational, teaching or training experience Optional
- Education policy and planning, curriculum development and teacher training Optional
- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Optional

Area of Expertise Requirement

Need Driving Licence

No

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

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

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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 ([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).

Application Code

TURR000442-7699

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

Application deadline: 17-09-2020**doa.apply_url**<https://vmam.unv.org/candidate/show-doa/VFVSUjAwMDQ0Mg==>**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.