UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

UKRR000313--Youth 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: Ukraine
Host Institute: United Nations Population Fund
Volunteer Category: National Specialist
Number of Volunteer: 1
Duration: 8 months
Possibility of Extension: Yes
Expected Starting Date: 01-05-2020
Duty Station: Kyiv [UKR]
Assignment Place: Family Duty Station
Assignment Place Remark:

Entitlements of National UN Volunteer (Specialist):

The contract lasts for the period indicated in the vacancy with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

Allowances:

1. Volunteer Living Allowance (VLA): A Volunteer Living Allowance (VLA) of USD 961.75 (equivalent in UAH) is provided monthly to cover housing, utilities and normal cost of living expenses.

2. Settling-in (SIG), moving and travel entitlements: If the duty station of the assignment is not within commuting distance, national UN Volunteers are entitled to receive settling-in-grant and reimbursement of the costs of travel and moving personal effects to and from the duty station.

   The UN Volunteer will be paid SIG equivalent to one month’s applicable VLA for 12-month contract. For contracts of less than 12-month, the SIG is pro-rated according to contract duration.

3. Resettlement allowance (RSA): Eligible national UN Volunteers are entitled to receive a resettlement allowance upon satisfactory completion
of the assignment. The RSA is equivalent to one month’s applicable VLA for 12-month of completed assignment. For short-term contracts or extensions of contracts of less than 12 months, the RSA is pro-rated.

1. **Learning and training:** UN Volunteers will receive up to USD 500 for individual training.

**Medical and life insurance:**

1. **Medical insurance:** National UN Volunteers and their family (maximum 3 of their dependents) are covered by a medical insurance scheme for the duration of the assignment to cover medical treatment costs incurred during the assignment. This includes permanent disability insurance.

1. **Post Service Medical Coverage:** Health insurance of national UN Volunteers and their family (maximum 3 of their dependents) extends one month after the last day of the national UN Volunteer Contract date to assist with reintegration into national healthcare schemes after their service is completed.

1. **Life Insurance:** National UN Volunteers are covered by life insurance for the duration of the assignment. In the event that a national UN Volunteer dies during the UNV assignment, the designated beneficiaries will be entitled to receive the life insurance lump sum.

**Leave entitlements:**

1. **Annual leave:** National UN Volunteers accrue an entitlement to annual leave at the rate of 2.5 working days per completed month of assignment. However, a national UN Volunteer can at no point during the UNV assignment accrue more than 30 days of annual leave.

1. **Certified Sick Leave:** Sick Leave which is certified by a qualified medical physician is charged to the national UN Volunteer’s balance of certified Sick Leave days. The maximum balance of certified Sick Leave days for the respective Contract is calculated on the basis of 2.5 working days per month of the Contract duration and can be used at any point in the assignment.

1. **Uncertified Sick Leave:** Uncertified Sick Leave is leave that is not validated by a certificate from a qualified medical physician. National UN Volunteers on more than 6-month contracts may be absent on the basis of uncertified Sick Leave up to a maximum of 7 working days. For contracts duration of less than 6-months, UN Volunteers are eligible to 4 working days.

**Living Conditions**

Ukraine has reasonable health, education and transportation facilities. Ukraine has population of 44 million and area of 603,628 km2, making it the largest country entirely within Europe. Ukraine has a mostly temperate continental climate, although the southern coast has a humid subtropical climate. Today Ukraine is facing its most serious challenges since achieving independence in 1991. The conflict in the east forced more than one million people to leave their homes to save their lives. Recovery and Peacebuilding of the conflict-affected areas, as well as support of internally displaced people (IDPs) are among the top priorities for UN system in Ukraine.

The UN Volunteer will be responsible for arranging his/her own housing and other living essentials.

**Assignment Details**

**Assignment Title**

Youth Assistant

**Organizational Context & Project Description**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled. The Fund operates globally since 1969 in more than 150 countries and territories. UNFPA focuses on women and young people, because these are the groups whose rights are often compromised UNFPA has been active in Ukraine since 1997.
For UNFPA, youth empowerment was always in the core of its mandate and centre of all Program activities and interventions. UNFPA helps the Government of Ukraine, local authorities, civil society and networks to empower youth and ensure their involvement into decision-making processes through development of youth policies and legislation, support of youth research.

From 2018, UNFPA Ukraine has started its new five-year Country Program, which, in particular, focuses on youth empowerment.

The program pays special attention to the needs of young people with disabilities, those who have suffered from the consequences of armed conflicts and people living with HIV. The program fosters policy and programmatic change through: (a) promoting healthy lifestyle among youth to reduce the risks of unintended pregnancy and STIs, (b) improving sexual and reproductive health services, including STI/HIV prevention, (c) supporting platforms, especially at the local level, to raise the invoices of young people and promote their participation in policy and decision making processes related to their lives, (d) promoting life skills to allow young people to become more socially active, politically engaged and economically resilient, (f) advancing a youth and peacebuilding agenda, in support to United Nations Security Council Resolution 2250.

To do this, UNFPA engages, inter alia, in dialogue with national and sub-national authorities, and the private sector to help reconcile productive and reproductive roles; fosters broad-based coalitions to engage in public campaigns seeking for innovative solutions for advancing youth policy agenda, youth empowerment, communication with young people, including risk reduction.

One of the gravest problems of youth policy and programme work is the lack of a framework approach that is evidence-based combination of theory and practice. Young age is a period of significant physical, mental and emotional transformations, but quantitative and comparative evaluations of young people’s growth, development and well-being are not fully available. To address this gap in data, international researchers have initiated calculating indicators to evaluate well-being and development of young people. At the international level, the most prominent tools of that kind are the Global Youth Development Index and the Global Youth Wellbeing Index, which collect and analyse data on dozens of youth-related indicators in such areas as education, health, employment and economic opportunities, political and social participation, access to information and communication technologies, security and order.

While these indicators are well suited for global analysis, international comparisons and monitoring of progress at national level, the proposed methodology can be further developed into a practical planning and tracking tool at the local level. The availability of such an instrument will be of particular importance to Ukraine, where decentralization reform is taking place and municipalities are developing and implementing their local youth policies and programs. Tracking local progress on youth indicators provides a more informed policy-making process, encourages greater attention to results, intensifies efforts for a more transparent and accountable youth policy decision-making process, illuminates
arguments on budgetary priorities and promotes governance results.

To determine the Municipal Youth Well-Being Index for Ukraine (YWBI), the authors of the methodology proceeded from an analysis of the world experience of identifying the most important aspects of life and well-being of youth, youth development trends, methods of youth well-being, as well as their own assessment of available data on various aspects at the municipal level. As a result of this work, the authors identified 49 primary indicators, which are grouped by 7 important blocks:

- Education
- Health
- Economic opportunities
- Participation in political life
- Participation in public life
- Information and communication technologies
- Safety and security

The methodology for calculating the YWBI is the same for all cities, which allows comparing indexes between cities.

While National UN Volunteer will promote all UNFPA Ukraine programs, supporting YWBI in Ukrainian cities will be the top priority.

**Sustainable Development Goals** 11. Sustainable Cities and Communities

**Task description**

Within the delegated authority and under the supervision of Assistant Representative or his designated mandated representative(s), the National UN Volunteer will:

- Support the UNFPA CO in communication and awareness raising activities, with particular focus on Youth Wellbeing Index;
- Serve as a focal point for UNFPA Youth Ambassadors, ensuring proper coordination and reporting (including events and mass media analysis, etc.);
- Advocate UNFPA projects and initiatives at national and subnational level, engaging local authorities and young people;
- Empower young people in the cities to take proactive roles in the development of their cities;
- Assist in producing media materials for placement in UNFPA social media and website;
- 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 UNFPA team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNFPA and its beneficiaries in the accomplishment of her/his functions, including:

- Substantive support to UNFPA CO in expanding its networking and partnerships;
- UNFPA network of Youth Ambassadors established and coordinated;
- Youth Wellbeing Index scaled up to 10 cities;
- 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 development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.
- 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.

- 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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<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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<td><strong>Education - Additional Comments</strong></td>
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<tr>
<td>• Bachelor’s degree, preferably in public administration, communication, sociology, political and social sciences or related fields</td>
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<td><strong>Required experience</strong></td>
<td>24 months</td>
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<td><strong>Experience Remark</strong></td>
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<td>• Experience in using modern communication tools, apps, editing photo and video materials will be a</td>
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strong asset;
- Advanced computer skills (i.e. Word, Excel, PowerPoint, social media)

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

Area of Expertise
- Other communications related experience Mandatory

Area of Expertise Requirement
- Good research and analytical skills, and ability to multi-task and prioritize workload;
- Demonstrated interest in and/or experience in the areas of youth empowerment, youth engagement and leadership;
- Knowledge in youth development programs;
- Motivation to contribute towards youth development and to serve others;
- Good interpersonal, networking, public speaking, presentation and communication skills;
- Confidents to speak with the stakeholders of different levels;
- Willingness to contribute and work as part of a team;
- Flexible and open to learning and new experiences;
- Respect for diversity and adaptability to other cultures, environments and living conditions;
- Advanced social media user;

Need Driving Licence No

Competencies & Values
- Adaptability and Flexibility
- 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 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 UKRR000313-6670

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.

* 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 Ukraine and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

Application deadline 7th. April 2020.

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

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.