

## Descripción de la asignación de voluntarios NU UKRR000338--Coordination and Knowledge Management Assistant

El programa de Voluntarios de las Naciones Unidas (VNU) es la organización de la ONU que contribuye a la paz y al desarrollo en todo el mundo por medio del voluntariado. El voluntariado es una forma poderosa de involucrar a los ciudadanos para hacer frente a los desafíos en materia de desarrollo, y capaz de transformar el ritmo y la naturaleza del mismo. El voluntariado beneficia tanto al conjunto de la sociedad como a los voluntarios, fortaleciendo la confianza, la solidaridad y la reciprocidad entre las personas y creando oportunidades de participación apropiadas. Para impulsar la paz y el desarrollo, el programa VNU promueve el reconocimiento de la contribución de los voluntarios, trabaja con sus asociados para integrar el voluntariado en los programas de desarrollo y moviliza en todo el mundo a un número cada vez mayor y más diverso de voluntarios, incluidos Voluntarios de las Naciones Unidas. El programa VNU entiende el voluntariado como universal e incluyente, y reconoce el voluntariado en toda su diversidad, así como los valores que lo sustentan: libre albedrío, entrega, compromiso y solidaridad. En la mayoría de las culturas, el voluntariado está profundamente arraigado en antiguas tradiciones de cooperación y apoyo fuertemente establecidas entre las comunidades. En este contexto los Voluntarios de las Naciones Unidas participan en varias formas de voluntariado y juegan un papel esencial en el desarrollo y la paz junto a sus colegas, agencias receptoras y comunidades locales. En todas las asignaciones, los Voluntarios de las Naciones Unidas promueven el voluntariado por medio de su acción y conducta. La participación en actividades voluntarias puede enriquecer efectiva y positivamente su entendimiento de la realidad local y social, así como también crear un puente entre los voluntarios y la gente de la comunidad receptora. Esto hará que su tiempo como Voluntario de la ONU sea aún más satisfactorio y productivo.

## Información general

<b>País de la asignación</b>	Ukraine
<b>Agencia / Entidad Anfitriona</b>	United Nations Development Programme
<b>Categoría de Voluntariado</b>	National Youth
<b>Número de Voluntario</b>	1
<b>Duración</b>	12 meses
<b>Posibilidad de extensión</b>	Sí
<b>Fecha de Inicio Esperada</b>	01-04-2021
<b>Lugar de Destino</b>	Kyiv [UKR]
<b>Lugar de Asignación</b>	Lugar de Destino Apto para Familias

### Observación sobre el lugar de asignación

### Condiciones de vida

Kyiv is a family duty station and safe from the security perspective and offers wide opportunities for good professional and social life. Ukraine has reasonable health, education and transportation facilities. It is the largest country entirely within Europe, with population of 44 million. Ukraine has a mostly temperate continental climate, although the southern coast has a humid subtropical climate. The security level is low (2) in Kyiv according to the classification by the UN Department of Safety and Security (UNDSS).

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

#### **Entitlements of National UN Volunteer (Youth)**

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) **USD 769,42 (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.
4. **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.
2. **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.
3. **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.
2. **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.
3. **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.

[National UN Volunteer Conditions of Service - Full Document](#)

## Detalles de la Asignación

#### **Título de asignación**

Coordination and Knowledge Management Assistant

#### **SP Contexto Organizativo & descripción del proyecto.**

Micro-, small and medium-sized enterprises (MSMEs) provide work for more than 4 million people in Ukraine and generate about 20%

T. +49 (0) 228-815 2000

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

of the country's GDP. The Government of Ukraine has been increasing its efforts to undertake economic reforms and create business enabling environment for enterprises, strengthen the position of MSMEs in the economy. Business membership organizations (BMOs) – an essential component of the business support infrastructure faces several challenges which are due weaknesses of the BMO sector and low capacity, sustainability and maturity of BMOs in terms of service provision strategy alignment and low level of awareness and understanding of existing and/or potential benefits of BMOs among current and potential member businesses.

A key focus of the Project Phase II is to ensure the sustainability and scaling-up of the positive results achieved during the First Phase implemented during 2015 – 2018, in particular enhance growth and competitiveness and strengthen the voice of MSMEs in Ukraine through more professional, demand-driven and client-oriented Business Membership Organizations. The Project aims to expand BMO coverage throughout Ukraine and is expected to positively impact on their ability to attract members, promote constructive cooperation with governmental structures and to contribute to policy development leading to MSMEs sector growth. The Partner BMOs have been selected as a result of a competitive process based on clear and transparent criteria and will be delivered tailored support to improve their institutional, organizational, financial, as well as communication capacities to represent the interests of the private sector. The group of Partner BMOs includes 27 organizations of different profiles and geographic coverage: National CCI, five regional CCIs, five regional universal BMOs and nine industry associations.

The socio-economic impact of the COVID-19 pandemic has deepened the challenges faced by MSMEs. Necessary measures to contain the virus through quarantines, travel restrictions, and lockdown of cities have resulted in a significant reduction in demand and supply. Since the lockdown, the Ukrainian Chamber of Commerce and Industry estimated that 700,000 SMEs have closed. One-third of business owners (mainly micro-entrepreneurs) have claimed a 90-100% drop in revenue since quarantine and have laid off up to 50% of staff. To address COVID-related threats, UNDP Ukraine also currently implements a number of other projects pertaining to private sector development and MSMEs support in Ukraine through its Inclusive Development, Recovery and Peacebuilding portfolio.

The incumbent will promote UNDP's mandate as a gender-responsive organization with zero tolerance to any kind of discriminatory and abusive behaviour, including sexual harassment, sexual exploitation and abuse.

## Sustainable Development Goals

## 8. Decent work and Economy Growth

### Descripción de la tarea

Within the delegated authority and under the supervision of a Project Manager or his designated mandated representative(s), the **UNV Coordination and Knowledge Management Assistant** will:

- Develop and maintain knowledge and familiarity with current and potential partners, support to establishing and maintaining strategic contacts with relevant partners, follow-up proactively on plans and agreed actions, work closely with other project colleagues.
- Assist with analyzing information on partners, maintain the database of all stakeholders and partners.
- Support to coordination of strategic partnerships of the projects, including those with 27 partner business membership organizations. Handle telephone/email inquiries, coordinate the flow, sharing and dissemination of information across project and relevant partners.
- Support to organization of meetings, workshops, roundtables, conferences, forums and other project events in online and offline format through liaison with project partners, input to compilation and preparation of briefing, background and presentation materials, engaging and registering participants, documenting the results.
- Coordinate and manage projects event and meetings calendar.
- Provide input to and/or update outreach materials for meetings and presentations.
- Ensure routine support, such as processing and preparation of correspondence, knowledge database maintenance.
- Assist in preparation of annual, semi-annual and ad hoc reports on partnerships, engagement and coordination with beneficiaries, the private sector, civil society, UN agencies, national institutions and other relevant stakeholders for achievement and sustaining the project results.
- Assist in minutes taking for project meetings and/or summaries of actions to be taken. Track progress on agreed issues; follow-up with focal points on deadlines, commitments made, actions taken and coordination of collection and submission of the respective documents.
- Maintain and archive of all supporting records, documents, presentations, and files from meetings.
- Support in translation of documents from/to English and provide interpretation during meetings, if required.
- Any other related tasks as may be required or assigned by the supervisor.

Además de lo anterior, a los Voluntarios de la ONU se les insta a: • Fortalecer su conocimiento y entendimiento sobre el concepto de

voluntariado por medio de la lectura de publicaciones pertinentes tanto del programa VNU como externas, así como desempeñar un papel activo en las actividades del programa VNU, como por ejemplo en los eventos de conmemoración del Día Internacional del Voluntariado (DIV); • Conocer y desarrollar las formas tradicionales y/o locales de voluntariado en el país anfitrión; • Reflexionar sobre el tipo y la calidad de la acción voluntaria que se lleva a cabo, incluida su participación en actividades realizadas periódicamente; • Contribuir con artículos/críticas (opiniones) de las experiencias en el terreno y enviarlas a la sede para su publicación en el sitio web, publicaciones, panfletos/boletines, notas de prensa, etc. del programa VNU; • Ayudar con el Programa de Mentores para los nuevos Voluntarios de la ONU; • Asesorar a grupos locales en el uso del servicio Voluntariado en Línea del programa VNU o promover el uso del servicio con individuos y organizaciones locales pertinentes cuando sea técnicamente posible;

### Resultados / Resultados esperados

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

- Timely and quality coordination and knowledge management support provided.
- Partners database and other related documents properly collected, archived and maintained.
- Inputs in the preparation of various written outputs provided, as required.
- 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

## Cualificaciones/Requisitos

**Nivel de Grado Requerido** Bachelor degree or equivalent

### Educación - Comentarios Adicionales

Bachelor's or Master's Degree in a relevant area, e.g. Linguistics, Philology, Economics, Marketing, International Development, Social Sciences or other area related to the assignment.

**Experiencia Necesaria** 12 meses

### Comentarios sobre la experiencia

- 1 year of professional work experience at the national and/or international level in administration, project support, or other relevant.
- Translation and interpretation experience from/to English is an asset.

### Lingüísticas

- English (Mandatory) , Nivel - Fluent
- AND - Ukrainian (Mandatory) , Nivel - Fluent

### Área de Experiencia

- Administration and administrative assistance Obligatorio
- Translation and interpretation Opcional
- Other development programme/project experience Obligatorio

### Requisito de area de experiencia

**Necesita Licencia de Conducir**

No

### Competencies y Valores

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

## Condiciones del servicio y otra información

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**Condiciones de servicio**

[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 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.

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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).

**Código de aplicación**

UKRR000338-8898

### **Procedimiento para la aplicación**

#### **EN**

#### **\* 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,

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

**Application deadline:** 08-03-2021

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/VUtSUjAwMDMzOA==>

**Advertencia**

*El programa de Voluntarios de las Naciones Unidas es un programa basado en la igualdad de oportunidades, que recibe gratuitamente aplicaciones por parte de profesionales cualificadas/os. Estamos comprometidos a lograr la diversidad en términos de género, nacionalidad y cultura.*