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**  
United States

**Host Institute**  
UN Depart of Political Affairs

**Volunteer Category**  
International Specialist

**Number of Volunteer**  
1

**Duration**  
12 months

**Expected Starting Date**  
14-10-2019

**Duty Station**  
New York [USA]

**Assignment Place**  
Family Duty Station

**Assignment Place Remark**

**Living Conditions**

The UN Volunteer will reside in New York, which is a family duty station. It is a dynamic, cosmopolitan city with access to a range of public transport, infrastructure, accommodation, and cultural activities.

The cost of living is high. As is the case for UN staff and partners, the volunteer will make their own arrangements for housing and transportation to and from work.

The average monthly Volunteer Living Allowance (VLA) for a Specialist UN Volunteer in the United States in 2018 was $3,476 per month (those with dependents will receive more). The average monthly Volunteer Living Allowance (VLA) for a UN Youth Volunteer in the United States in 2018 was $2,782 per month.

These amounts include a 30 per cent accommodation supplement to offset the high accommodation costs.
Assignment Details

**Assignment Title**  
Peace and Development Analyst

**Organizational Context & Project Description**

The United Nations Development Programme (UNDP) and the Department of Political and Peacebuilding Affairs (DPPA) have partnered since 2004 in the management of the Joint UNDP DPPA Programme on Building National Capacities for Conflict Prevention. The Programme is widely recognized as a ground-breaking contribution in bridging the gap between political engagement and development support in pursuit of preventing violent conflict and sustaining peace.

In its new phase (2019-2023), the Joint UNDP-DPPA Programme is continuing to strengthen analytical capacities of national stakeholders and the UN system in support of Member States’ efforts to advance policy and programmatic coherence on conflict prevention.

The deployment of Peace and Development Advisors (PDAs) and has been the primary instrument of the Joint Programme to provide capacity for Resident Coordinators and UN Country Teams to support national partners in dialogue and national or local mediation processes, the establishment and operationalization of national infrastructures and mechanisms for peace; and other initiatives aimed at sustaining peace. There are currently 49 PDA positions across the globe, out of which nine are based in Asia Pacific region (namely Bangladesh, Cambodia, The Pacific, Maldives, Myanmar, Papua New Guinea, Philippines, Sri Lanka and Thailand).

The Joint UNDP-DPPA Programme is managed by a small joint secretariat based at UN HQ, hosted by the UNDP Crisis Bureau and DPPA Policy and Mediation Division. The UNV will be working as part of the joint secretariat to provide reinforced support to the Joint Programme’s engagement in Asia Pacific region in the area of conflict prevention and sustaining peace, including through close engagement with PDAs deployed in the region.


**Sustainable Development Goals**  
16. Peace, Justice and Strong Institutions

**Task description**

Within the delegated authority and under the supervision of the Joint UNDP-DPPA Programme Manager or his/her designated mandated representative(s), the UN Volunteer Peace and Development Analyst will:

- Carry out research, information-gathering and analysis on thematic issues related to peacebuilding and conflict prevention based on the experience and work carried out by PDAs in the Asia Pacific region.  

*costs in New York duty station. Candidates are encouraged to consider this when applying.*
Identify trends, opportunities and challenges experienced by PDAs in the region with a view to informing appropriate HQ/regional support and share good practices with the broader PDA community through various knowledge products;

Provide programmatic support to PDAs in the region, as needed, including on programme design/development, integration of conflict-sensitive approaches and gender mainstreaming;

In close collaboration with the Joint Programme M&E Specialist, support the result-based management of the Asia Pacific portfolio by facilitating the implementation of the M&E strategy, including collecting, processing and analyzing data provided by PDAs;

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

- Good practices and lessons from the PDA’s engagement in the Asia Pacific region are captured, catalogued and disseminated;
- PDAs in the region receive timely technical support and advice related to programmatic initiatives;
- The M&E strategy is implemented in the region with accurate and updated data;
- 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
Master degree or equivalent

Education - Additional Comments
Advanced university degree (Master’s Degree) in political science, sociology, international relations, international economics, law, public administration, or other related social sciences; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree.

Required experience
24 months

Experience Remark

- At least 2 years of professional work experience at the national and/or international level in the field of peacebuilding and/or development assistance; experience in conflict prevention and peacebuilding initiatives and programming is an asset, as is experience working in the UN or other international development organization;

- Experience in project/programme development, management is required;

- Experience in research, knowledge management or monitoring & evaluation is an asset;

- Experience supporting the implementation of the Women, Peace and Security and/or gendered approaches is an asset;

- Knowledge of and extensive experience in the Asia Pacific region is desired;

- 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;

• Have affinity with or interest in peace and development, volunteerism as a mechanism for durable development, and the UN System.

Language Skills
• English (Mandatory), Level - Fluent

Area of Expertise
• Development programme/project administration Mandatory
• Crisis and conflict prevention, mitigation, resolution and reconciliation Optional
• Political affairs and political reporting Optional

Competencies & Values
• Client Orientation
• Communication
• Planning and Organizing
• Professionalism
• Respect for Diversity
• Working in Teams

Conditions of Service and other information

Condition of Service  Click here to view Conditions of Service

Conditions of Service for International Specialist:

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.
A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US$ 1,631. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website http://icsc.un.org.

For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

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 including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;

- 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;

- Inclusion of the volunteer in emergency procedures such as evacuations;

- 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**  
USAR000039-5126

**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 (assignment) 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 (assignment) to which you would like to apply.

Candidates may apply to a maximum of three (3) special calls (assignments) per advertisement. You may specify your order of preference in the ‘Additional Remarks’ section of your profile.

This assignment is funded by the Government of Australia, therefore only Australian nationals are eligible to apply.
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.