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

<table>
<thead>
<tr>
<th>País de la asignación</th>
<th>United States of America</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencia / Entidad Anfitriona</td>
<td>United Nations Office of Counter-Terrorism</td>
</tr>
<tr>
<td>Categoría de Voluntariado</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Número de Voluntario</td>
<td>1</td>
</tr>
<tr>
<td>Duración</td>
<td>6 meses</td>
</tr>
<tr>
<td>Fecha de Inicio Esperada</td>
<td>Inmediatamente</td>
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<tr>
<td>Lugar de Destino</td>
<td>New York [USA]</td>
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<tr>
<td>Lugar de Asignación</td>
<td>Lugar de Destino Apto para Familias</td>
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</tbody>
</table>

Observación sobre el lugar de asignación

The UN Global Counter-Terrorism Strategy (A/RES/60/288) and its biennial General Assembly Review resolutions provide the substance of UNOCT’s mandate. The Office of Counter-Terrorism has five main functions:

- Provide leadership on the General Assembly counter-terrorism mandates entrusted to the Secretary-General from across the United Nations system
- Enhance coordination and coherence across the Global Counter-Terrorism Coordination Compact entities to ensure the balanced implementation of the four pillars of the UN Global Counter-Terrorism Strategy
- Strengthen the delivery of United Nations counter-terrorism capacity-building assistance to Member States

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

Título de asignación  Programme Support Officer

SP Contexto Organizativo & descripción del proyecto.

The United Nations Office of Counter-Terrorism (UNOCT) was established on 15 June 2017 through the adoption of UN General Assembly Resolution 71/291. Mr. Vladimir Voronkov was appointed as its first Under-Secretary-General.

The creation of the Office is considered as the first major institutional reform undertaken by the UN Secretary-General António Guterres following his report (A/71/858) on the Capability of the United Nations to Assist Member States in implementing the United Nations Global Counter-Terrorism Strategy.

As suggested by Secretary-General in his report (A/71/858) on the Capability of the United Nations to Assist Member States in implementing the UN Global Counter-Terrorism Strategy, the UN Global Counter-Terrorism Coordination Compact (former CTITF) and the UN Counter-Terrorism Centre (UNCCT) were moved out of the UN Department of Political and Peacebuilding Affairs into the new Office of Counter-Terrorism.

Sustainable Development Goals  16. Peace, Justice and Strong Institutions

Descripción de la tarea
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 organization 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.

Within the delegated authority and under the supervision of Program Manager or his/her designated mandated representative(s), the UN Volunteer Programme Support Officer will:

Support the Chief of UNOCT External Partnerships Section, SPIB by:

I. Contributing to the outreach and partnership-building activities

- As part of a team, contributing to the partnership-building activities of the Chief of Section, inter alia identifying new strategic partnerships in support of the work of UNOCT and maintaining relations with stakeholders in various organizations and with relevant networks and platforms;
- Contributing to the outreach activities of the Chief of Section, inter alia serving as the focal point for select initiatives/events with Member States, international organizations, civil society organizations and academic and private sector entities.
- Supporting the preparation of a partnership strategy for External Partnerships Section;
- Developing and preparing communications and partnerships materials (e.g. factsheets, brochures, presentations) for communications, briefings, meetings, trainings and other events;

II. Partnership Development and Analysis:

- Providing support to the Chief of Section in the identification of new partnerships for newly established UNOCT field offices and exploring areas of collaboration which intersect with UNOCT mandate and capacity;
- Advising during formulation MoUs for partners and keeping track of them;
- Developing guidance on partner engagement;
- Maintaining institutional databases such as directories of key contacts of strategic partners.

III. Research, analysis and reporting on political matters for the Chief of Section

- Preparing background and briefing papers as well as talking points for the Chief of Section in preparation for meetings; assisting in the organization of such meetings;
- Participating in the Chief of Section’s meetings; preparing notes on the meetings and, as required, and reviewing reports upon request;
- Drafting correspondence, background material, reports and notes on counter-terrorism matters; Providing inputs to reports, studies, papers on counterterrorism and P/CVE;
- Preparing various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Contributing to the organization of meetings facilitated by the Chief of Section, including regular briefings and joint events with partner organizations.
- Assisting other staff members in activities of ongoing projects, in which SPIB of the UNOCT is involved;
- Conducting research, analyzing and presenting information gathered from diverse sources.
- Assisting in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies;
- Undertaking survey initiatives; designing data collection tools; reviewing, analyzing and interpreting responses, identifying problems/issues and preparing conclusions.
- Providing substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics,
identifying participants, preparation of documents and presentations, etc.

- Undertaking outreach activities; making presentations on assigned topics/activities.
- Coordinating activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepare related documents/reports (pledging, work programme, programme budget, etc.).
- Developing a database of strategic partners
- Carrying out other ad hoc tasks, as may be required by the Chief of Section.

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- 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 self-reports on UN Volunteer actions, results and opportunities.
- 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.
- 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/criticas (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 team member of the External Partnerships Section, efficient, timely, responsive, client-friendly and high-quality support to be rendered to UNOCT SPIB in the accomplishment of her/his functions, including:
  - At the end of the contract, the UN Volunteer would have:
  - Provided meaningful contribution for the support of development of the External Partnerships Section strategy and its Plan of Action.
  - Delivered inputs related to the expansion of strategic partnerships with the private sector, academia and CSOs in the counter-terrorism area
  - Provided support in preparation of reports, briefing notes, and substantive publications pertaining to the emerging CT trends and developments.
  - Contributed to the creation and update of a Research Resource Library database for UNOCT.
  - Provided support to the Chief in expanding strategic partnerships with the nongovernmental community, the technology industry, and trade associations as well as support in finding opportunities and in facilitating cooperation with external partners in the fight against terrorism.
  - Contributed to developing, implementing and evaluating assigned programmes/projects, etc; provide inputs to relevant documents and reports;
  - Provided support in the implementation of gender mainstreaming guidelines by contributing to assessing the implications for men and women of any planned action, including legislation, policies or programmes, in all areas and at all levels;
  - Provided support in research and programme evaluation.
  - Contributed to policy development; assessments of issues and trends, preparation of evaluations or research activities and studies;
  - Provided support in survey initiatives; design of data collection instruments; reviews, and interprets responses;

2 Feb 2021
Cualificaciones/Requisitos

Nivel de Grado Requerido  Master degree or equivalent

Educación - Comentarios Adicionales

Master’s in the international relations, political science or area related to law, preferably international law; or equivalent academic training/education from a recognized university.

Experiencia Necesaria  48 meses

Comentarios sobre la experiencia

- Two years mandatory UN experience in counter-terrorism related area supported by at least two years of experience in administrative field that involved advanced drafting and report writing within private sector
- Other desired/mandatory required technical knowledge includes:
  - 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.
  - Sound security awareness.
  - Have affinity with or interest in UN Counter Terrorism activities, volunteerism as a mechanism for durable development, and the UN System.

Lingüísticas

- English (Mandatory), Nivel - Fluent

Área de Experiencia

- Development programme management Obligatorio

Requisito de área de experiencia

Professional work experience at the national and/or international level in a UN capacity and capability building programme, or other relevant programmes; experience with supporting programme delivery and technical assistance is an asset, as is experience working in...
Condiciones del servicio y otra información

Condiciones de servicio

Click here to view Conditions of Service

Conditions of Service for International Specialist:


The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.
In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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$ 1,682. 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** (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:

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- 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;

- 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**

USAR000097-8721

**Procedimiento para la aplicación**

* 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 for to which you would like to apply.

Application deadline: 16/02/2021

**doa.apply_url**

https://vmam.unv.org//candidate/show-doa/VVNBjAwMDA5Nw==

**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 cualificados/as. Estamos comprometidos a lograr la diversidad en términos de género, nacionalidad y cultura.*