

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

UZBR000208--UN Volunteer in Countering Narcotics

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	Uzbekistan
Host Institute	United Nations Office on Drugs and Crime
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	20-10-2020
Duty Station	Tashkent [UZB]
Assignment Place	Family Duty Station

Assignment Place Remark

This assignment is funded by the government of Japan. Nationals from Japan are strongly encouraged to apply.

Living Conditions

The incumbent will be based in Tashkent, Uzbekistan, which is 'B' class in accordance with ICSC "Hardship Classification" Circular as of 01 January 2020. Tashkent is the capital of Uzbekistan with 2.5 million population. Tashkent retains a multi-ethnic population, with ethnic Uzbeks as the majority. In 2009, the city celebrated its 2,200 years of written history.

Tashkent has all required economic and social facilities at reasonable price, and there are no serious security issues in the city. Tashkent has features of all four seasons of the year, winters are cold and often snowy, covering the months of December, January and February, and summers being dry and hot.

Assignment Details

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Qualifications/Requirements

Organizational Context & Project Description

UNODC Regional Office for Central Asia (ROCA) supports national counterparts in the Central Asian States in specific niche areas such as, countering narcotics, drug control strategies, intelligence analysis, multilateral operations, precursors control, border liaison and management, customs controls, smuggling of migrants, human trafficking, terrorism prevention and cybercrime.

This position is located in the UNODC ROCA in Tashkent. The UN Volunteer will work under direct supervision of the International Programme Coordinator. Within this framework, he/she will be responsible for supporting the implementation of the UNODC Sub-Programme 1 – on enhancing regional cross border cooperation by strengthening the capacity of Border Liaison Offices in Central Asia and Interagency Mobile Teams in Uzbekistan, particularly in the programme activities on Interagency Mobile Teams, border control and regional cross border cooperation, new psycho-active substances and synthetic drugs, cyber security within the frame of enhancing the law enforcement capacity in the Member States countering the threats posed by narcotics and illicit trafficking of precursor chemicals. He/she will provide support in accordance with the project work plan.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of [the UNODC International Programme Coordinator](#), the UN Volunteer will undertake the following tasks:

- Assist in activities related to the management, implementation and monitoring of the Sub-Programme 1 of the UNODC Programme for Central Asia for enhancing regional cross border cooperation by strengthening the capacity of Border Liaison Offices in Central Asia and Interagency Mobile Teams in Uzbekistan (BLO and IMT components), particularly activities countering narcotics, drug control strategies, intelligence analysis, multilateral operations, precursors control, border liaison and management, customs controls, smuggling of migrants, human trafficking, terrorism prevention and cybercrime;
- Assist in preparation of [work-plans, monitoring reports \(quarterly, bi-annual and annual\), background documents, mid-term evaluations and the final evaluation](#);
- Assist in the collection of data and information on drugs and crime issues in the region, including on COVID-19 impact on drugs and crime situation.
- Contribute to the updating of UNODC country profiles reflecting the recent developments and trends in drugs and crime situation and responses in the region.
- Assist with the drafting of reports aimed at specific audiences, including internal and public reports.
- Provide logistics and administrative support in organization of [training courses, seminars, workshops, conferences, round tables, study tours and all other meetings](#);
- Assist in preparing sub-contracts, procurement, asset management and relevant services in coordination with the ROCA procurement section;
- Perform other related duties as required in the scope of current position.

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

- [Prepared together with the](#) SP1 in Tashkent, both BLO and IMT project teams quarterly, bi-annual and annual monitoring reports, background documents, mid-term evaluations and the final evaluation;
- Assisted in organising training courses, seminars, workshops, conferences, round tables, study tours and all other meetings as envisaged in the BLO and IMT project Work Plans;
- Assisted in procurement of special equipment and vehicles for the project beneficiaries as envisaged in the BLO and IMT project Work plans;

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- Weekly updates on major events in area of drugs and crime in Central Asia and COVID-19 situation;
 - Human rights and Gender perspectives are 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

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

In law, international affairs, finance, economics, political sciences or an equivalent national law enforcement (Police, Customs, Border Guards) training academy diploma.

Graduation from an international university or institution (in English) is an advantage.

Required experience 24 months

Experience Remark

Working experience in the Government, international organizations or international commercial companies is an advantage.

Experience in programme/project management is an advantage.

Experience in the field of countering narcotics, enhancing capacity of border crossing points and improving regional cross border cooperation and rule of law is desirable.

Should be computer literate in standard software applications; have a demonstrated good writing and communication skills.

Minimum two years of relevant work experience required.

Language

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

Area of Expertise

- Development programme management Optional

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning

- Communication
- Creativity
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Technological Awareness
- 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:

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 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

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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\$ 1,651. 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:

- 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;

- 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 UZBR000208-7812

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 project is funded by the government of Japan. Nationals from Japan are strongly encouraged to apply.

Application deadline: 12 October 2020

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

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.