

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

VNMR000089--Data Compiling and Translation Officer

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	Viet Nam
Host Institute	United Nations Office on Drugs and Crime
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	3 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Hanoi [VNM]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

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

Assignment Details

Assignment Title	Data Compiling and Translation Officer
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Organizational Context & Project Description

T. +49 (0) 228-815 2000	A. PO Box 260111, 53113 Bonn, Germany
F. +49 (0) 228-815 2001	W. www.unv.org

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

This UNV assignment is part of the Border Management programme of the United Nations Office on Drugs and Crime, Regional office for Southeast Asia and the Pacific of Bangkok, Thailand.

As the guardian of the UN Convention against Transnational Organized Crime (UNTOC), the three International Drug Control Conventions and the UN Convention against Corruption (UNCAC), UNODC is mandated to support Member States in the implementation of measures to comply with the Conventions, as well as to coordinate regional and international drug control actions. To this end, UNODC has the expertise and capacity to assist Member States in combating drug trafficking and organized crime.

In Southeast Asia, export-driven growth and major regional infrastructure upgrades, including those associated with the ASEAN Connectivity Masterplan, will concentrate resources along "development corridors" in the coming decade. While these trends will generally be positive in terms of lowering overall trade costs and boosting economic growth, they will also provide increased opportunities for organized criminal groups to traffic illicit goods and smuggle across borders.

Border communities are key actors in countering or facilitating illicit trafficking. In this regard, little is known on the drivers that lead border communities to have a given attitude towards illicit trafficking. UNODC seeks to understand those local dynamics and to draw conclusions/recommendations for its future partnership with countries in Southeast Asia and the Pacific.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the designated UNODC focal point in the country where the UNV is posted, the national UN Volunteer will:

- Liaise with the full-time Community Volunteer in the country of assignment to collect the information gathered by part-time Community Volunteers in the course of their work on the drivers to illicit trafficking in border areas;
- Translate the information received into English and identify issues the most-commonly raised so as to bring them to the attention of the UNODC focal point;
- Assist the UNODC focal point in translating additional input from the Community Volunteers, especially with regards to human stories and multimedia content that the Volunteers may have created;
- Be in constant contact with the full-time UN Community Volunteer in the country of assignment to keep track of implementation and instructions from UNODC regarding the execution of the initiative;
- Any other related tasks as may be required or assigned by UNODC.

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

UNODC expects the Volunteer to deliver:

- Compiled and translated all reports made by the Community Volunteers in the country of assignment, including their multimedia contents;
- Conducted a first-level analysis of the information sent by the Community Volunteers for oral debriefings with the UNODC focal points;
- Gained understanding of the local dynamics applicable to illicit trafficking in the area of assignment;
- 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

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

A first-level university degree in law, political science, global studies, international development, public policy or related fields

Required experience 12 months

Experience Remark

- At least one year of professional work experience is required at the national and/or international level in programme implementation, policy/legal advice, research/analysis or other relevant experience with one or more of the fields of UNODC mandates (transnational organized crime, criminal justice, anti-corruption, drugs and health, sustainable livelihoods)
- 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;
- 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;

Language

- English (Mandatory) , Level - Fluent
- AND - Vietnamese (Mandatory) , Level - Fluent

Area of Expertise

- Development programme/project administration Mandatory
- Community participation and development Optional

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Commitment and Motivation
- Communication
- Integrity
- Working in Teams

Conditions of Service and other information

Condition of Service [Click here to view Conditions of Service](#)

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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.

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 (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).

Application Code

VNMR000089-7988

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 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 an announcement for a national UNV assignment. Therefore, only citizens of Vietnam can apply for this advertisement.

Application deadline: 8-11-2020**doa.apply_url**<https://vmam.unv.org/candidate/show-doa/Vk5NUjAwMDA4OQ==>**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.