



DESCRIPTION OF ASSIGNMENT

Preamble:

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.

- 1. Type of Assignment:** International UN Youth Volunteer
- 2. Type of Assignment Place:** Family Duty Station
UN Youth Volunteer assignments are always without family.
- 3. Assignment Title:** UN Youth Volunteer in Rule of Law
- 4. Link to UNV Strategic Framework:** Securing access to Basic Social Services
- 5. Duty Station, Country:** Pristina, Kosovo (UNSCR 1244)
- 6. Duration (in months):** 12 months
- 7. Expected Starting Date:** February 2018
- 8. Host Agency/Host Institute:** UNDP

9. Organizational Context/Project:

In the recent years Kosovo rule of law institutions have become more efficient, transparent, gender responsive and accountable. However, public confidence in the judicial system remains very low and the judicial system is still weak, with the vast backlog of cases a telling symptom. Meanwhile, there continues to be an absence of fully trained legal professionals.

Rule of Law and Access to Justice are among the main political conditions for Kosovo to be embraced in the European agenda underpinned by the EU policy for the Western Balkans. This process calls for ensuring that courts and prosecution offices are effective, independent, accountable and impartial, and free from political influence. In line with the EU agenda, the strengthening of an independent and effective justice system in Kosovo, which protects and promotes human rights standards, for ensuring better access to justice for all citizens, were among the main outcomes of UNDP Kosovo's RoL projects, thus providing a good basis for their further advancement.

Strengthening the Rule of Law in Kosovo is considered vital to the UNDP mandate to reduce poverty and strengthen democratic governance, with the aim of assisting Kosovo's institutions to become more efficient, transparent, gender responsive and accountable by 2020. A well-functioning justice system was identified as a fundamental component of rule of law, making a justice component a prioritized area of development cooperation for UNDP Kosovo.

An integral part of the Rule of Law programme is transitional justice, an approach to achieving justice in times of transition from conflict and/or state repression. By trying to achieve accountability and redressing victims, transitional justice provides recognition of the rights of victims, promotes civic trust and strengthens the democratic rule of law.

For more information: <http://www.ks.undp.org/>

The UN Youth Volunteer in Rule of Law Programme will be engaged in the administrative and programmatic aspects of UNDP initiatives, which enhance rule of law for the Kosovo community.

10. Description of tasks:

Under the direct supervision of the UNDP Governance and Peacebuilding Portfolio Manager the UN Youth Volunteer will undertake the following tasks:

- Supporting the oversight of projects under Governance and Peacebuilding portfolio with focus on Rule of Law
- Assist in the formulation and revision of programme/project documents required for the implementation of the UNDP Programme Framework on Rule of Law
- Assist monitoring and supporting the day-to-day programming/project implementation
- Assist in appraising project proposals, supporting to ensure they are properly prepared in accordance with UNDP policies and procedures;
- Liaise with organizations and academic institutions specializing in the rule of law sector to capture best practices and lessons learned;
- Assist with the preparation of rule of law research and/or publications;

- Supporting advocacy and public awareness activities on UNDP and UNV programmes and activities;
- Performing any other duties assigned by the UNDP Resident Representative, the UNDP Deputy Resident Representative within the scope of work

Furthermore, UN Youth 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;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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 Youth 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.

11. Results/Expected Outputs:

- The UNDP Rule of Law Programme is supported
- Provision of support to elaboration of new project proposals provided
- Reporting on project implementation supported
- Efficient communication between project teams and UNDP operations staff is ensured
- 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 development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

12. Qualifications/Requirements (including competencies, values and skills):

- Master's degree in law or peace and conflict studies, security studies, human security, political science, preventative development or related fields;
- Proven ability to work in conflict prevention and recovery development contexts and/or peace keeping/building operations desirable;
- Exposure to research and analysis, project formulation, and/or policy development;
- A proven interest and understanding of the current social, economic and political dynamics of Southeastern Europe, including Kosovo is an asset
- Access to and knowledge of latest academic and practitioner perspectives, methodologies, networks and reference resources for justice and security sector in development;
- Familiarity with regional norms, practices and agreements relating to the historic-legal-political context of the region.

- Previous experience as a volunteer at local, national or international levels a distinct advantage
- Have a driving licence (cat B)

Competencies:

- Computer skills: Excellent Microsoft Office applications
- Language skills: Excellent English language skills, knowledge of Albanian and/or Serbian an asset

Communication and Inter-Personal Skills:

- Communicates effectively with staff at all levels of the organization and is outgoing and comfortable in handling external relations at all levels;
- Demonstrates sensitivity, tact and diplomacy
- Duly understand cultural sensitivity and demonstrate appreciation for different cultures and practices

Professional Capacity:

- Excellent analytical skills
- Able to exercise sound judgment
- Adopt him/herself quickly at work in a highly pressured professional environment and ready to take on a wide range of tasks
- Self-motivated and able to recommend options for resolutions of issues
- Able to handle confidential and politically sensitive issues in a responsible and mature manner

UN Youth Volunteers must be between 18 and 29 years for the whole duration of their assignment.

13. Learning expectations

Learning and development are a central part of the UN Youth Volunteer's assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer's skills and competences, improve the quality of the assignment and keep the volunteer's motivation high.

Learning elements for the UN Youth Volunteer include the development of:

- Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.
- Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.
- Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volun-

teer's assignment. The host agency will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

- Senior UNDP colleague will be assigned as mentor to the selected UN Youth Volunteer to help her / him to adopt quickly the new working environment and support the on job learning process.
- Access to UNDP Learning Management System will be provided to the selected UN Youth Volunteer
- UN Youth Volunteer will have the opportunity to benefit from various in house trainings organized by UNDP but also by UNV at the field level covering specific technical aspects of UN Youth Volunteer assignment but also competency, inter-personal skills and volunteer-related skills components that will help the professional growth of the selected UN Youth Volunteer and will enable her / him to contribute to the host organization.

14. Living Conditions:

- Kosovo is located in the Balkans mountain range of South Eastern Europe. The climate is continental, with warm summers and cold, snowy winters.
- Houses/Apartments are easily available and generally have electricity and running water. Costs are reasonable, but vary according to location, i.e. city centre or outlying villages. Upon arrival, you will reside in a hotel or apartment until you get permanent housing. The UNV Field Unit can assist in identify suitable housing.
- There is no specific health problems associated with Kosovo, and no vaccines are required prior to arrival.
- Foods and dietary needs of all kinds are available in the many supermarkets. There are market places that cater in fruits and vegetables, and bakeries offer some exquisite pastries and breads. Fresh fish and meat are also easily available.

15. Conditions of Service for International UN Youth Volunteer

The duration of your assignment is 12 months.

A volunteer receives a Volunteer Living Allowance (VLA) per month and 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\$1270. The VLA base rate is a global rate, while the PAM is 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 example, if the PAM for the current month is 22.9%, then the VLA for that month will be $US\$1270 \times 1.229 = US\1560.83 . The actual VLA for the month of April 2017 is **US\$ 1560.83**.

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 also 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 the final repatriation travel (if applicable). A 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.

Description of Assignment prepared by : Ms. Marta Gazideda, UNDP Deputy Programme Coordinator / Portfolio Manager for Governance and Peace Building.

Date: 20/04/2017

Description of Assignment approved by: Mr. Andrew Russell, UNDP Resident Representative and Mr. Blerim Azizi, Programme Associate. UNV FU Kosovo.

Date: 24/04/2017

**All References to Kosovo shall be understood to be in the context of UN Security Council resolution 1244 (1999)*

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.