



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.

General Information

- 1. Country of Assignment:** Bosnia and Herzegovina
- 2. Agency Name:** UN Women
- 3. Volunteer Category:** International Youth
- 4. Number of Volunteers:** 1
- 5. Duty Station:** Sarajevo, Bosnia and Herzegovina
- 6. Duration:** 12 months
- 7. Expected Starting Date:** expected to start the assignment as soon as possible
- 8. Living Conditions:**

The UN designated state of alert for Bosnia and Herzegovina is Security Level 1 which is minimal and lowest security level in the Security Level System for the entire country, including the capital of Sarajevo. The situation in Bosnia and Herzegovina is generally quiet and peaceful; all international agencies consider threats to their staff to be low at this time. However, the country faces the same problems as much of Europe, from pickpockets to traffic accidents, so please make sure you exercise appropriate personal security awareness and common sense.

9. Assignment Place: Family Duty Station
Assignment Place Remarks: UN Youth Volunteer assignments are always without family.

10. Assignment Title: UN Youth Volunteer in Gender Equality

11. Organizational Context & Project Description:

Country context

The past several years have seen an increasing interest in local governance and development in Bosnia and Herzegovina, mainly in the light of prolonged political deadlocks that have hampered reform processes, leading to the country's economic and social crisis. Years of political neglect, a complex administrative and constitutional framework, inefficient government spending, poor legislation, corruption, overall unfavourable investment climate and widespread unemployment have brought the country's economy and social services to the verge of collapse. All this is mirrored in the worsening social situation, including growing poverty and inequalities. In spite of such a complex overall political, economic and social context, encouraging progress has been noted in the field of local governance and local development, stimulated by local leadership support and responsiveness to community needs, as well as by the donor community involvement. Moreover, it is local governance and community development that seems to present plenty of opportunities for development quick-wins. While ensuring development results to the benefit of local communities in the short term, local development initiatives are also expected to gradually build pressure and a positive change momentum from the bottom, ultimately leading to breakthrough and long-needed country reforms in the long run.

UN Women in Bosnia and Herzegovina

Established in 2010, grounded in the vision of equality enshrined in the Charter of the United Nations, UN Women works for the elimination of discrimination against women and girls; the empowerment of women, and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

UN Women recognizes equality between women and men as a fundamental pillar of a just and democratic society and supports the promotion of equal opportunities for the full participation of women in all aspects of political, economic and public life. UN Women supports UN Member States as they set global standards for achieving gender equality, and works with governments and civil society to design laws, policies, programs and services needed to implement these standards. It stands behind women's equal participation in all aspects of life, focusing on five priority areas: increasing women's leadership and participation; ending violence against women; engaging women in all aspects of peace and security processes; enhancing women's economic empowerment; and making gender equality central to national development planning and budgeting.

12. Sustainable Development Goals: 5. Gender Equality

13. UNV Focus Area: Securing access to basic social services

14. Task descriptions

Under the direct supervision of Head of Programmes, the UN Youth Volunteer will undertake the following tasks:

1. Assist in the design and implementation of innovative Programmes
 - Work directly with the Representative and Head of Programmes on Innovative concept papers and project documents in the areas of: Gender in Governance, notably as this relates to GE mainstreaming through EU investment into BiH, and Women's Political Empowerment in decision making;
 - Support the development of work plans and monitoring of implementation;
 - Provide support to organization and documentation of meetings with the partners and stake-holders;
 - Support the results-based monitoring and reporting processed in the Country Office;

2. Assist in UN Coordination & especially SDG engagement of UN Women
 - Support the Representative and Programme Specialist in the organization and follow up from meetings of key UN Coordination efforts on GE;
 - Provide support to engagement of the UN Women on implementation of the existing United Nations Development Assistance Framework (2015 – 2020), and processes to prepare for the new UNDAF (2021 to 2025);
 - Assist in UN Womens support to a variety of processes designed to establish, localize and monitor implementation of Sustainable Development Goals Agenda in Bosnia and Herzegovina.

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 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.

15. Results/Expected Outputs

- Effective assistance to UN Women in Bosnia and Herzegovina in the design and implementation of innovative Programmes provided, contributing to more effective and efficient GE mainstreaming and gender in governance;
- The perspective of volunteerism is promoted and integrated within UN Women activities;
- The UN Youth Volunteer accumulates practical experience with the work of the United Nations in a complex country setting through support to engagement of the UN Women on implementation of the existing United Nations Development Assistance Framework (2015 – 2020), and processes to prepare for the new UNDAF (2021 to 2025), with particular focus on the Agenda 2030;
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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

16. Required Age: UN Youth Volunteers must be between 18 and 29 years for the whole duration of their assignment (born on or after April 1, 1990)

17. Education – Required Degree Level: Master's degree

18. Type of degree: Master's degree from an accredited institution in the field of international development work, gender equality, human rights or other relevant area.

19. Required Experience: Have up to two years of working experience and maximum one year professional experience abroad

20. Experience Description:

- Demonstrated interest (up to two years) and/or experience in gender equality and the empowerment of women;
- Experience and/or interest in working with gender equality institutions and civil society organizations;
- Good knowledge and/or interest in providing support with project implementation, data research, collection and analysis;
- Strong communication, presentation and coordination skills;
- Experience writing or producing communications in English;
- Good knowledge of Microsoft Office software package (MS Word, Excel, Spreadsheet, Internet etc.) and experience in handling of web-based management system;

- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded.

21. Language Skills: Good English language skills, both written and oral.

22. Areas of Expertise:

Expertise	Mandatory yes/no
Gender equality and the advancement of women	Yes

Additional Requirements for Area of Expertise:

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 Volunteer'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.

23. Need Driving License: No

24. Competencies and Values:

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations.

- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender.
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups.
- Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary.
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

Conditions of Service and other information

25. Conditions of Service:

The contract lasts for 12 months.

A UN Youth 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\$1,282. 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 Youth 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>.

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 Youth Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the UN Youth 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 Youth 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.

For UN Youth Volunteer entitlements, kindly enter the [link](#) and select 'Entitlement Calculator' under 'Tools' when logging into your profile.

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

Disclaimer

The United Nations Volunteers programme (UNV) is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.