

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### ALBR000341--UN Youth Volunteer in Program Management and Coordination

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

<b>Country of Assignment</b>	Albania
<b>Host Institute</b>	UNWomen
<b>Volunteer Category</b>	International Youth
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	15-02-2021
<b>Duty Station</b>	Tirana [ALB]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	

### Living Conditions

The UN Volunteer will be based in Tirana, the capital of Albania. Albanians in general are very hospitable and friendly. Social life in Tirana is usually a pleasant experience for foreigners and there are a range of entertainment activities. It is not difficult to identify safe, comfortable and affordable accommodation. Services in terms of banking, transportation, communications, etc. are well-available. The standard electrical power in Albania is 220 volts. Tap water is adequate for washing purposes but is not recommended for drinking. For more details, please visit <http://albania.al/>

## Assignment Details

<b>Assignment Title</b>	UN Youth Volunteer in Program Management and Coordination
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## Organizational Context & Project Description

UN Women is the United Nations entity for gender equality and the empowerment of women.

Grounded in the vision of equality enshrined in the Charter of the United Nations, it 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 provides financial and technical assistance to innovative approaches aimed at fostering women's empowerment and gender equality. Today the organization's work promote the lives of women and girls in more than 80 countries. UN WOMEN serves as a catalyst to ensure mainstreaming women rights in policy and programs levels, as well as it plays an innovative and a catalytic role in the UN system making the voices of women heard at the United Nations — to highlight critical issues and advocate for the implementation of existing commitments made to women.

UN Women Albania focuses on four main areas: ending violence against women, promoting women's economic empowerment and security, gender-responsive budgeting at central and local levels, and strengthening women's political participation. Under the direct supervision of National Programme Officer in the Country Office, the International UN Youth Volunteer works in support of the program team, as specified in the task description. In carrying out her/his functions, the International UN Youth Volunteer will have an opportunity to interact with a variety of actors, including UN Agencies, national development partners, civil society and donor organizations. She/he will be part of the Country Office Programme Team.

## Sustainable Development Goals

### 5. Gender Equality

## Task description

Under the direct supervision of the National Programme Officer in the Country Office, the UN Volunteer will undertake the following tasks:

- Contributes to the preparation of concept notes and analytical briefs, reports and other documents in support of the implementation of programmatic priorities of the Country Office (priority will be given to Joint Programmes “Leave no one behind” and “Catalysing Municipal Social Protection” with gender-responsive planning and budgeting, and economic empowerment of vulnerable women);
- Assists in monitoring, evaluation and reporting tasks related to the implementation of the Annual Work Plan and Strategic Note of the Country Office;
- Participates in UN inter agency coordination processes and contributes to related tasks including as part of the development of the new UN Sustainable Development Cooperation Framework (2022-2026), interacting with the office of the UN Resident Coordinator and with dedicated interagency groups (e.g. the Gender Results Theme Group; PoCSD outcome groups, etc.);
- Assist in the design and implementation of advocacy campaigns and other media outreach and public communication events;
- Supports the county Office's engagement with key partners in government, international community and civil society;
- Helps with the planning, organizing, servicing of and follow up to meetings and events.

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

- The Country Office is assisted in the implementation of programmatic priorities and related strategies/action plans;
- The Country Office is supported in its engagement across UN coordination mechanisms
- Public outreach activities in support of advocacy campaigns are successfully organized with engagement of key partners;
- 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 dur-ing the assignment, such as reporting on the number of volunteers

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# Qualifications/Requirements

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**Required Degree Level** Master degree or equivalent

**Education - Additional Comments**

International relations, sustainable development, human rights, gender studies, communication for development or related fields.

**Required experience** 3 months

**Experience Remark**

- Demonstrated interest and/or experience (ideally one year) in programme management (e.g. design, implementation, monitoring and evaluation) and coordination for sustainable development, with focus on gender equality and the empowerment of women
- Previous experience as a volunteer would be highly regarded;
- Other types of experience (i.e. studies abroad, part time work, internships), including in multi-cultural settings

**Language**

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

**Area of Expertise**

- Other development programme/project experience Mandatory

**Area of Expertise Requirement**

**Age requirement**

- UN Youth Volunteers should be between 18 and 29 years old throughout the duration of their service.

**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 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

**Need Driving Licence** No

### Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Creativity
- Ethics and Values
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Technological Awareness
- Working in Teams

## Conditions of Service and other information

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### Condition of Service

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

### 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 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.

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A UN 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 (choose from the drop down menu the appropriate rate here): US\$1,321. 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 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 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.

### **Supervision, induction and duty of care of UN Volunteers**

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.

### **Disclaimer**

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*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.*

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