

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### EGYR000849--UN Youth Volunteer in Governance and Women's Rights

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>	Egypt
<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>	Cairo [EGY]
<b>Assignment Place</b>	Family Duty Station

#### Assignment Place Remark

This assignment is part of the *Talent Programme for Young Professionals with Disabilities*. The programme seeks to: 1) enhance the employability and career prospects of young professionals with disabilities through work experience with UN offices; and 2) build a talent pipeline of qualified professionals with disabilities who can contribute to the attainment of the Sustainable Development Goals (SDGs) at national and global levels.

#### Living Conditions

The UN Volunteer will be based in Cairo which is a family duty station (level A) with a wide range of services (health, education and leisure) and good living conditions. There are a variety of options with regards to the type of housing and neighborhoods in Cairo. The office will support the UN Volunteer with settling in and advice on areas depending on his/her needs and preferences. The Regional Office is located in the neighborhood of Maadi, which offers a large international community, several restaurants, cafes, and recreation possibilities. Cairo international airport is well connected to the region, Europe and Africa.

#### Reasonable Accommodation

The UN system is committed to creating an inclusive workplace and commits to taking appropriate measures to enable persons with

disabilities to access employment opportunities and benefit equally from employment related opportunities by providing reasonable accommodation. In this context, “reasonable accommodation” means necessary and appropriate modifications and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms<sup>[1]</sup>.

[1] Convention on the Rights of Persons with Disabilities, Article 2

### Accessibility

The Regional Office for the Arab States is currently equipped to accommodate staff members with physical disabilities. The building is wheelchair-accessible. Computer equipment is accessible to staff with physical disabilities. The meeting room for staff meetings, gatherings etc. is located on the ground floor, as is one bathroom and the staff kitchen.

Under the guidance of the UN Women global focal point for disabilities and gender, who is also the regional Policy Adviser (Women’s Political Participation) and the supervisor for this assignment, UN Women ROAS is undergoing an assessment and upgrade of its accessibility for staff and guests with disabilities, including an “enability audit” in 2019.

# Assignment Details

## Assignment Title

UN Youth Volunteer in Governance and Women's Rights

## Organizational Context & Project Description

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, 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.

The Regional Office for the Arab States (ROAS) covers 17 countries in the Arab States region and provides support to UN Women Country Offices in Egypt, Iraq, the State of Palestine, Jordan and Morocco, and Cluster Offices in Tunisia / Libya and Iraq / Yemen. ROAS works with these field offices to support countries to implement their international commitments to achieve gender equality and women’s empowerment.

ROAS operations are guided by the Strategic Note 2018 – 2021, which is itself aligned with the global UN Women Strategic Plan and key international frameworks such as Agenda 2030 and the Sustainable Development Goals, the Beijing Platform for Action, the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and other international norms and standards. This UNV assignment will contribute to strengthening the capacity of the Regional Office to implement the objectives of its Strategic Note in relation to strengthening implementation by member States of normative commitments related to women’s rights.

## Sustainable Development Goals

5. Gender Equality

## Task description

Under the direct supervision of **the Policy Advisor (women’s political participation)** the UN Volunteer will undertake the following tasks:

1. Contribute technically to the development of programme strategies concerning UN Women’s work on governance and women’s rights in the Arab States
  - Provide technical inputs to the design and formulation of programme/ project proposals and initiatives related to governance and women’s rights.
2. Provide technical support to the implementation and management of the governance and women’s rights programme, including UN Women’s engagement in the Commission on the Status of Women preparatory meetings
  - Provide inputs to the annual workplan and budget as required;
  - Coordinate and monitor the implementation of programme activities;
  - Coordinate the call / request for proposals, including the organization of technical review committees, and capacity assessment

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of partners;

- Review and coordinate the submission of implementing partner financial and narrative reports;
- Train partners on Results Based Management.

3. Provide technical assistance and capacity development support to project/programme partners

- Provide technical support to and technically oversee the implementation of programme activities with partners;
- Identify opportunities for capacity building of partners and coordinate and facilitate technical/ programming support and trainings to partners as needed.

4. Provide inputs to analysis at the regional level related to the implementation of CEDAW, with a view to inform policy making

- Research and monitor emerging trends and key progressive and regressive aspects to women's rights in the region.

5. Contribute to building partnerships and resource mobilization strategies

- Support UN Women's engagement with civil society, inter-governmental bodies and interagency fora and platforms in the area of governance and women's rights;
- Provide inputs to resource mobilization strategies; analyze and maintain information and databases;
- Provide inputs to relevant documentation such as project summaries, conference papers, briefing notes, speeches, and donor profiles;
- Develop a database on existing regional organisations working on women's rights.

6. Provide inputs to advocacy, knowledge building and communication efforts

- Provide technical inputs to background documents, briefs and presentations related to governance and women's rights;
- Support the organization of advocacy activities and campaigns events, trainings, workshops and knowledge products;
- Provide inputs to the development of knowledge management products on governance and women's rights.
- Draft briefing notes, talking points, background papers, and presentations as requested

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

- Timely and quality inputs to programme design
- Timely and quality inputs to workplans and budgets
- Adherence to UN Women standards and rules
- Timely monitoring and tracking of programme results and finances
- Timely organization of events
- Number of knowledge products 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

## Qualifications/Requirements

**Required Degree Level** Bachelor degree or equivalent

### Education - Additional Comments

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Law, human rights, gender / women's studies, international development, social sciences.

**Required experience** 3 months

### Experience Remark

To be eligible to apply to the Talent Programme for Young Professionals with Disabilities, candidates need to be a person living with a disability.

Specific requirements:

- Demonstrated interest and/or experience (ideally one year) in research, analysis, development programme/project implementation, coordination, monitoring and evaluation, donor reporting and/or capacity building.
- Experience in the area of governance and women's rights is an asset;
- Experience coordinating and liaising with government agencies and/or donors is an asset.

### Language

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

### 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 to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Integrity
- Professionalism
- Respect for Diversity
- Self-Management
- 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.

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

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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 (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)

**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.*

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