

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MMRR000117--UN Youth Volunteer in Rule of Law and Gender

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	Myanmar
Host Institute	United Nations Office on Drugs and Crime
Volunteer Category	International Youth
Number of Volunteer	1
Duration	12 months
Expected Starting Date	15-02-2021
Duty Station	Yangoon [MMR]
Assignment Place	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

Myanmar, officially the Republic of the Union of Myanmar, is a sovereign state in Southeast Asia bordered by Bangladesh, India, China, Laos and Thailand. One-third of Burma's total perimeter of 1,930 km (1,200 miles) forms an uninterrupted coastline along the Bay of Bengal and the Andaman Sea. The country has an estimated population of 51 million people. Myanmar's capital city is Naypyitaw and its largest city is Yangon.

The country is ethnically diverse. The government recognizes 135 distinct ethnic groups but the Bamar form an estimated 68% of the population. Most of them are Buddhists. Temperatures in Myanmar can vary from place to place. In general, the Myanmar climate is hot throughout the year, with temperatures averaging 27 degrees Celsius or 80 degrees Fahrenheit. The months of March, April, and May

the weather in Myanmar can be very hot and humid, especially around the coastal regions. This increase in temperature is caused by the onset of the rainy season. Despite the 1 Oct 2019 Page 1 of 8 Assignment Title Project Officer hot temperatures, there are areas that can be quite pleasant. The interior areas such as Inle Lake and Bagan can be quite a bit cooler than the coastal regions. The mountainous areas can also be cooler as they have a much higher altitude. Living conditions at the Duty Station: Yangon is family duty station with Category B hardship level. In terms of the safety and security, it is safe and no high level threat of security. For housing, it will vary depend on the types of lodging and its facility. For travel and transport, taxis are available and inexpensive. Grab also available in the country. Buses are also low fair options with routes running all over the city. Owing to the geographic location of Myanmar, Burmese cuisine has been influenced by Chinese cuisine, Indian cuisine and Thai cuisine.

Myanmar is a unique country. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential

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^[1].

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

Accessibility

In general, in Myanmar accessibility of the external environment needs major improvements as public transportation is for instance not accessible for persons with disabilities. Reasonable accommodation of the UNODC Office in Myanmar would be required to become "accessible" with ramps, toilets for persons with disabilities, braille signing, etc, depending on the type of disability.

Assignment Details

Assignment Title

UN Youth Volunteer in Rule of Law and Gender

Organizational Context & Project Description

UNODC is a global leader in the fight against illicit drugs and international crime. Established in 1997 through a merger between the United Nations Drug Control Programme and the Centre for International Crime Prevention, UNODC operates in all regions of the world through an extensive network of field offices.

This UNV assignment is part of the Country Programme. The UNODC Country Programme for Myanmar (2014-2020) consists of five Sub-Programmes addressing drugs and crime in Myanmar, Sub-programme 1: Transnational Organized Crime and Illicit Trafficking, Sub-programme 2: Anti-corruption, Sub-programme 3: Criminal Justice, Sub-programme 4: Drugs and Health and Sub-programme 5: Sustainable Livelihoods and Development.

The vision of the CP is to contribute to realizing:

'A healthier and safer national community, free from the threats posed by organised crime and drug use and confident in the integrity of the criminal justice system to provide access to justice'.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the Country Manager, the UN Volunteer will undertake the following tasks:

- Contribute to the provision of technical and operational support throughout all stages of programming processes by executing a

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variety of gender, rule of law (including corruption related issues) and human rights related technical, program, operational and administrative transactions, preparing related materials/documentations and complying with organizational processes and management systems, to support program planning, results based planning and monitoring and evaluating results

- Support the coordination of the planning and implementation of projects related to gender and rule of law (such as workshops, focus group discussions, seminars, trainings and policy advocacy initiatives), including by advising on the preparation of work plans, terms of references, progress reports, etc;
- Assist in providing advice to programme sections on possible ways of integrating Human Rights Due Diligence (HRDD) risk and impact assessment for UNODC programming including the identification of monitoring of mitigation measures as relevant;
- Provide research and advocacy support on rule of law and gender, particularly as it relates to law enforcement and the criminal justice system, including trend analysis, research on emerging topics and synthesis of good practices on a range of gender and rule of law lessons learned inside and outside of UNODC. Support research on current global and regional approaches on the integration of anti-corruption and gender issues and the links between transnational organized crime and conflict and corruption;
- Liaise with local CSOs, government agencies and development partners to identify and map existing programmes and resources, as well as opportunities for engagement
- Partnership development: support building and maintaining regular contacts with national counterparts, multilateral and bilateral donor agencies, CSOs, NGOs and media, and actively contribute to developing UNODC partnerships;
- Support policy dialogue and advocacy: Support UNODC's anti-corruption and gender teams in advocating for the implementation of the UNCAC and CEDAW in dialogue with the Government;
- Support knowledge sharing and learning: Actively promote the sharing of lessons learned and best practices amongst projects, counterparts, donors and within the UNODC office, build in-depth substantive and process knowledge in the assigned area, and participate in global knowledge networks. Help identify and carry out policy related research on selected anti-corruption topics;
- Support the project's ongoing communications initiatives, including contributing to short articles/feeds on anti-corruption activities for UNODC website and other outlets, and production of fact sheets on project activities;

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

- As an active UNODC Country Programme team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNODC and its beneficiaries in the accomplishment of her/his functions, including:
 - Project activities in the area of gender, rule of law, as assigned;
 - Coordination, research and writing of reports on the following topics: gender, gender and corruption, accountability and law enforcement, etc.
- Human Rights Due Diligence (HRDD) risk and impact assessment for every UNODC Myanmar programmes with the identification of monitoring of mitigation are drafted.
- 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

International relations, gender, governance, rule of law or related area.

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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 gender, rule of law and human rights at the national or international level.
- Working experience with, UN or other development agencies in Asia is a strong asset.
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded.
- Experience with the administration of development programmes, including planning, budgeting, monitoring, reporting would be an advantage;
- Sound knowledge of women's participation in communities, particularly in relation to discrimination and gender quality, the criminal justice system;
- Experience developing training materials, and related advocacy and communications tools;
- 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;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- 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;
- Sound security awareness;
- Have affinity with or interest in drugs, crime and corruption, gender, volunteerism as a mechanism for durable development, and the UN System.

Language

- English (Mandatory) , 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

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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

Conditions of Service and other information

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 Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the

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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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