

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### SRBR000058--UN Youth Volunteer in Gender Equality and Distinction

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>	Serbia
<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>	01-02-2021
<b>Duty Station</b>	Belgrade [SRB]
<b>Assignment Place</b>	Family Duty Station

#### Assignment Place Remark

UN Youth Volunteer assignments are always without family

#### Living Conditions

The UN Volunteer will be based in Belgrade, the capital of the Republic of Serbia. The urban area of Belgrade has a population of 1.23 million, while nearly 1.7 million people live within the administrative limits of the City of Belgrade.

Belgrade has an extensive public transport system consisting of buses, trams, trolleybuses and S-Train, which is affordable and widely used by residents.

The city is well connected with the other parts of the country as well as with other European cities and capitals by busses, trains and airlines. Thanks to Belgrade's central location, most of the other European cities are a couple of hours away. Belgrade itself became one of the prominent touristic destinations in Europe.

Belgrade offers a unique sense of history, a rich vein of culture, and a variety of entertaining, cultural, sport and out-door experiences. Social life in Belgrade is usually a pleasant experience for foreigners and there is a range of activities available.

Belgrade real estate market is very vibrant, and it is not difficult to find safe, comfortable and affordable accommodation. Services in terms of banking, transportation, communications, etc. are well-developed and available.

The significant number of people in Belgrade speak English, so it won't be a problem in everyday communication. English-speaking media is available, and restaurants and cafes have menus in English.

For more details, please visit <http://www.serbia.com/> and <https://www.beograd.rs/en/living-in-belgrade/>

# Assignment Details

## Assignment Title

UN Youth Volunteer in Gender Equality and Distinction

## Organizational Context & Project Description

United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) is the lead agency within the UN system on gender equality and women's empowerment, mandated to lead, promote and coordinate efforts to advance the full realization of women's rights and equal opportunities. 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 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.

In the period 2015-2017, UN Women programme office in Serbia was working towards selected development results in the impact areas of women's economic empowerment, combating violence against women, supporting the women, peace and security agenda and enhancing gender responsive policy making and budgeting. The Development Results Framework (DRF) for Serbia will be implemented in the framework of the Strategic Plan for Europe and Central Asia 2018-2021. UN Women Programme Office in Serbia works towards selected development results in the framework of several projects to effectively coordinate and promote accountability for the implementation of gender equality commitments and advancing gender responsive policies and budgeting in Serbia. UN Women places a special focus on the position of vulnerable groups of women and is investing efforts in advocacy for their rights. UN Women leads portfolio focused on supporting the national and provincial gender equality machinery in gender mainstreaming, gender responsive budgeting and governance and combating violence against women. The Office also assists in the implementation of projects supported by UN funds, such as the UN Trust Fund to End Violence against Women.

UN Women is working with different national and UN partners, in the framework of several programmes. UN Women is supporting integration of gender perspective in national and provincial level budgeting, as well as in development aid with a focus on the Instrument for Pre-Accession, in partnership with the Coordination Body for Gender Equality, the Ministry of Finance, the Ministry for European Integration and the Provincial Secretariat for Social Affairs, Demography and Gender Equality.

The UN Volunteer will be primarily engaged in the coordination and technical advisory capacity and working jointly with UN Women staff on projects and initiatives related to women economic position and women empowerment.

The UN Volunteer will be part of the multi-disciplinary team and will have opportunities to be involved in all aspects of the work of the programme. The post is office-based.

## Sustainable Development Goals

5. Gender Equality

## Task description

Under the direct supervision of UN Women Gender Specialist, the UN Volunteer will undertake the following tasks:

- Assist in monitoring and supporting the day-to-day programming/project implementation related to strengthening the capacities of the national partners and implementation of national strategic documents in the area of gender equality with a special focus on economic empowerment, particularly of marginalized groups of women. In case of the approval of the joint SDC-UN Women project on empowerment of rural women (in the planning phase), the volunteer will be assisting in the implementation of the project, organization of activities and coordination with beneficiaries and stakeholders.

- Support the organization of activities implemented by UN Women and/or its partners, such as workshops, trainings, roundtables, coordination meetings, media events, etc. Expected support will be in the form of event organization and logistics, materials preparation and minute-taking as necessary, support to work of experts engaged for the activities, communicating and liaising with relevant stakeholders, ensuring suitable reporting and communications on the conducted events etc.;
- 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 activities related to women's economic empowerment, particularly rural women.
- Participates in UN inter agency coordination processes and contributes to related tasks related to gender equality;
- Assist in organization of dialogue and strategic and policy discussion on gender equality and women's empowerment issues with the key national and local stakeholders from Government, academia, civil society at the national and communal level, private sector and key international actors to build and strengthen strategic alliances and partnerships on women's rights and gender equality initiatives.

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

- Enhanced quality of administrative support to programme/project implementation, as well as monitoring and reporting, is provided;
- Concrete quality inputs to documents, including analysis of data, are provided;
- Timely and well-organized events and quality reporting on events are delivered;
- 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;
- 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** Master degree or equivalent

#### Education - Additional Comments

Gender studies, Political sciences, Social sciences, Human rights, International relations, Management, Sustainable development, Communication, or related fields.

**Required experience** 3 months

#### Experience Remark

- Demonstrated interest and/or experience (ideally one year) in the field of gender equality and empowerment of women, as well as coordination in this field;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Other types of experience (i.e. studies abroad, part time work, internships), including in multi-cultural settings would be highly

regarded;

- Experience in providing technical, administrative and logistic support to the implementation of national strategic documents would be highly regarded;
- Experience in implementing the advocacy activities and enabling dialogue between numerous stakeholders in the area of gender equality and women's empowerment would be highly regarded;

#### Language

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

#### Area of Expertise

- Other development programme/project experience Mandatory

#### Area of Expertise Requirement

- - Capacity of research, analysis, discussion and drafting is required;
  - Good interpersonal, networking and communication skills is required;
  - Computer skills are required (i.e. Word, Excel, PowerPoint, social media, and others).

#### Age requirement

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

**Need Driving Licence** No

#### Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Empowering Others
- Ethics and Values
- Integrity
- Knowledge Sharing
- Managing Performance
- Respect for Diversity
- Self-Management
- 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.

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*We are inspiration in action*

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

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 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.*