

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

UKRR000321--UN Youth Volunteer in Peacebuilding

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	Ukraine
Host Institute	International Organization for Migration
Volunteer Category	International Youth
Number of Volunteer	1
Duration	12 months
Expected Starting Date	15-02-2021
Duty Station	Kyiv [UKR]
Assignment Place	Family Duty Station

Assignment Place Remark

UN Youth Volunteer assignments are always without family.

Living Conditions

Kyiv is a family duty station and safe from the security perspective (UNDSS Security Level 2 in the mainland) and offers wide opportunities for a good professional and social life. All commodities are widely available. Privately rented apartments are available at reasonable cost. Ukraine has reasonable health, education and transportation facilities. Ukraine has population of 44 million and area of 603,628 km², making it the largest country entirely within Europe. Ukraine has a mostly temperate continental climate, although the southern coast has a humid subtropical climate.

Before arriving to the Duty Station in, UN Volunteer should obtain entry (D-1 type) visa to Ukraine for subsequent accreditation with MFA to reside and work with UN organization in Ukraine. Initial entry visa can be issued by the Diplomatic Mission or the Consulate General of Ukraine. It cannot be issued upon arrival or within Ukraine. MFA accreditation will be arranged upon arrival at the Duty Station as per applicable MFA regulations.

Assignment Details

Assignment Title UN Youth Volunteer in Peacebuilding

Organizational Context & Project Description

Host Institute: IOM Ukraine

The IOM Mission in Ukraine was established in 1996. In line with IOM's global strategy, IOM Ukraine aims at advancing the understanding of the opportunities and challenges of migration in the Ukrainian context.

The IOM Mission in Ukraine provides assistance to internally displaced persons (IDPs) and conflict-affected people, fights trafficking in human beings, assists the Government in dealing with irregular migration, improving its migration management system, and creating migrant-inclusive health practices and policies. IOM supports the development of comprehensive and evidence-based migration policies and legislation in line with international norms and builds government's capacity in harnessing the development potential of migration, among others, by creating incentives for migrants' remittances investment and offering evidence-based policy advice to enhance labour migration management.

During 24 years of presence in Ukraine, IOM has assisted over half a million migrants (Ukrainians and other nationalities), IDPs, potential migrants, victims of trafficking and other vulnerable groups, directly or through its project partners.

www.ukraine.iom.int

Organizational Context & Project Description:

IOM's Emergency and Stabilization unit was created in 2014 following the outbreak of the conflict in Eastern Ukraine and has since provided assistance to over 500,000 vulnerable beneficiaries in 24 regions of Ukraine. The unit's portfolio is broad and covers emergency response programming in the government and non-government-controlled areas, assistance to sustainably reintegrate veterans of the conflict in Eastern Ukraine/ security sector reform, socio-economic support, and the provision of housing to find durable solutions for internally displaced persons and conflict-affected populations. The unit's portfolio of projects is constantly growing and is currently expanding from an emergency response to providing more long-term solutions to populations impacted by the conflict, looking at developing programming to strengthen peacebuilding on key issues such as transitional justice, and the prevention of far-right extremism and reinforcing programming on security sector reform, social cohesion, and durable solutions. The candidate will work with IOM's Emergency and Stabilization team and relevant programme managers and contribute to the implementation of current projects and the development of new ones within the unit.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the Emergency and Stabilization Coordinator, the UN Volunteer will undertake the following tasks:

- Assist in the implementation of the Emergency and Stabilization unit projects with a focus on durable solutions, peacebuilding, transition, reintegration, early recovery, social cohesion, and emergency in compliance with donor requirements.
- Support in the development, preparation, and submission of new concept notes and project proposals related to durable solutions, transitional justice, security sector reform, prevention and countering of violent extremism.
- Collect literature and data and participate in the team reflexion to strengthen concept notes and project proposals.
- Assist policy and research efforts within the unit.
- Proofread and edit internal/external reports, updates to the donors, and concept notes/project proposals.
- Support monitoring and evaluation efforts for unit projects.
- Support the organization of project events, and meetings as relevant.
- Assist with reporting requests and liaise with field and regional offices as necessary.
- Assist with administrative tasks related to project management under the Emergency and Stabilization portfolio.
- Undertake duty travels and participate in meetings and/or events as required.
- Perform any other duties as may be assigned.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading

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We are inspiration in action

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

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

- New concept notes and project proposals are developed in collaboration with unit colleagues.
- Implementation of Emergency and Stabilization unit projects is strengthened.
- Internal/external reports and updates are strengthened.
- 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

International Development, Political Science, International Relations, Diplomacy, Law, Migration Studies or a related field from an accredited academic institution

Required experience 3 months

Experience Remark

Demonstrated interest and/or experience (ideally one year) in peacebuilding, durable solutions, political affairs, transitional justice and reconciliation, security sector reform, project development and management.

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

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 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 Yes

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Communication
- Creativity
- Ethics and Values
- Judgement and Decision-making
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

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 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.