

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

AZER000035--Project Assistant

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>	Azerbaijan
<b>Host Institute</b>	International Organization for Migration
<b>Volunteer Category</b>	International University
<b>Number of Volunteer</b>	1
<b>Duration</b>	6 months
<b>Expected Starting Date</b>	10-08-2020
<b>Duty Station</b>	Baku [AZE], The actual duty station is Mingachevir.
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	UN University Volunteer Assignments are always without family.
<b>Living Conditions</b>	<p>The duty station is Mingachevir, which is located within approximately 300 km distance from Baku. Mingachevir is the fourth largest city of the country and has good living conditions.</p> <p>Situated in a strategic place, Azerbaijan shares borders with Russia, Georgia, Armenia and Iran and the East of the country is bound by a length of the Caspian Sea coastline. In addition, the small exclave of Nakhchivan (only accessible by airplane) is surrounded by Armenia, Iran, and Turkey. Baku is the capital and largest city of Azerbaijan as well as the largest city on the Caspian Sea and of the Caucasus region. Baku is located 28 meters below sea level, which makes it the lowest lying national capital in the world. Security in Azerbaijan is fairly calm. There are no threats from armed conflict or terrorism.</p>

## Assignment Details

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**Assignment Title**

Project Assistant

**Organizational Context & Project Description**

Established in 1951, UN IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. UN IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

LHD programme activities include: policy advice and capacity building in labour migration management in line with labour market needs, research and data gathering, community development initiatives addressing the needs of rural communities and vulnerable groups through design, development and implementation of projects on water provision systems, such as kahrizes that aim at increasing access to water, mainstreaming migration into development, migrant training and pre-departure orientation, promoting inter-agency partnership and fair and ethical recruitment in line with international norms, and supporting diaspora engagement by government and other relevant stakeholders.

**Sustainable Development Goals**

6. Clean water and Sanitation

**Task description**

Under the direct supervision of Project Coordinator, the UN Volunteer will undertake the following tasks:

- Provide administrative support to the Project in the organization of events, meetings and trainings
- Provide overall administrative support, liaison and coordination functions to the Project staff and ensuring timely and efficient support is provided
- Support the supervisor in preparation for meetings and drafting of talking points
- Assist Project Coordinator in respond to inquiries from donor / partner organizations and arrange donor meetings to support successful implementation of the projects
- Contribute to build capacities among governmental, other national or local partners and stakeholders as per issues related to project activities
- Contribute to the Labour Mobility and Human Development regional and local network and provide inputs as requested by Project Coordinator

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 UN/IOM team member, efficient, timely, responsive, client-friendly and high-quality support is rendered to IOM and its beneficiaries in the accomplishment of her/his functions;

- 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**

Secondary education

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### Education - Additional Comments

Currently studying towards a degree in Social Sciences, International Cooperation/Relations, or a related field.

### Required experience

0 months

### Experience Remark

- Demonstrated interest and/or experience (up to two years) with rural community development;
- Previous work/volunteer experience in NGO, UN or Diplomatic missions is a plus;
- Knowledge of the functions of intergovernmental organizations and familiarity with the UN system is an asset;
- Administrative knowledge is an advantage, with a willingness to follow relevant policies and procedures;
- Strong overall computer literacy, including proficiency in using standard MS Office applications.

### Language

- English (Mandatory) , Level - Fluent

### Area of Expertise

- Other development programme/project experience Mandatory

### Area of Expertise Requirement

### 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
- Building Trust
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity

- Knowledge Sharing
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- 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.

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\$990 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>.

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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 UN 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). 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.

**Application Code** AZER000035-6792

### **Application procedure**

This assignment is funded by KOICA, therefore only Korean nationals are eligible to apply.

Eligible candidates must be between 18 and 29 years of age and enrolled at a university throughout the assignment.

**Please apply via the link below. You can then either log in if you already have an account or register via 'Candidate Signup'.**

You may apply to a maximum of three assignments per advertisement and indicate your order of preference in the 'Additional Remarks' section of your profile.

**Application deadline: 10 May 2020**

### **Selection process**

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Only shortlisted candidates will be contacted. The selection will be done by the UN Host Entity at the level of the country of assignment. Interviews will be conducted by the UN Host Entity between 2 and 19 June.

#### **Pre-departure training in Korea**

The selected candidate will be invited to attend a training prior to deployment. The training will take place from 20 to 31 July 2020.

**COVID-19: The training and assignment start dates may be postponed due to the COVID-19 context.**

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/QVpFUjAwMDAzNQ==>

#### **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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