UN UNIVERSITY VOLUNTEER DESCRIPTION OF ASSIGNMENT

Preamble:
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 University 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 University 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 University Volunteers even more rewarding and productive.

1. UNV Assignment Title: UN University Volunteer for M&E and Strategic Planning (5 Assignments)

2. UNV Strategic Framework: Outcome 1: UN entities are more effective in achieving sustainable results through volunteerism / Volunteers embody key values that help improve the effectiveness of development efforts.

   Output 1.1 Improve UN Volunteer mobilization by better forecasting of partner UN entity needs, and better delivery through responsive and innovative UN Volunteer solutions.

   Output 1.2: Volunteer engagement is strengthened in four priority areas: (a) basic social services; (b) community resilience for environment and disaster risk reduction; (c) peace building and peace keeping; (d) youth

3. Type of Assignment: International UN University Volunteer

4. Project Title: Support to the data collection & analysis for Country Programme a document (CPD) formulation and Country Assessment

5. Duration: 6 months


7. Expected Starting Date: July 2016

8. Brief Project Description:

The current Country Programme of UNDP in Lao PDR covers the period of 2012-2015 with a one-year extension to 2016, and provides support to four Units working in the areas of:

- Achieving Inclusive and Sustainable Growth and the MDGs, particularly through the Round Table Process;

United Nations Volunteers
PO Box 260 111 53153 Bonn  Germany  Telephone +49.228.815-20 00  Fax +49.228.815-20 01
Email information@unvolunteers.org  http://www.unvolunteers.org
UN Volunteers is administered by the United Nations Development Programme (UNDP)
• Effective Governance
• Ensuring Sustainable Natural Resource and Environmental Management, and Adaptation to Climate Change; and
• Reducing UXO Impact.

Capacity development, aid effectiveness, managing for development results, and accountability are the crosscutting objectives. Gender equality serves as a driver of progress across all MDGs. The Country Office (CO) of Lao PDR has initiated the formulation process of the new Country Programme Document (CPD) for the next cycle and is in preparation for Country Assessment. The CO requires support from a dedicated team of 5 UN University Volunteers to work as Support Officers and provide quality work in data collection and analysis.

9. **Host Agency/Host Institute:** UNDP Lao PDR

10. **Organizational Context:**

Under the overall guidance of the Deputy Resident Representative and direct supervision of the Programme Support Unit (PSU), the Support Officer is responsible for extending support to the country office programme mainly in data collection and analysis. The officer will work in close collaboration with the programme staff in different UNDP programme units, UNDP Headquarters’ staff, Government officials, technical advisors and experts ensuring successful support to the CPD formulation and Country Assessment.

11. **Type of Assignment Place:** Assignment without family

12. **Description of tasks:**

Under the direct supervision of the Head of the Programme Support Unit, the 5 UN university Volunteers will undertake the following tasks:

• Provide support to the implementation of the CPD through data collection and analysis in support of evidence based and measurable programming in collaboration with UNDP’s stakeholders. This will include the implementation and monitoring of key programming documents such as the Country Analysis, the United Nations Development Assistance Framework (UNDAF) and its Action Plans, and UNDP Country Programme Documents and its Annual Work Plans.

• Contribute to corporate planning, monitoring and evaluation exercises.

• Perform any other tasks as if assigned by the supervisor.

**Furthermore, UN University Volunteers are encouraged to:**

• Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking active part in UNV activities (for instance in events that mark International Volunteer Day (IVD)).

• Be acquainted with and build on traditional and/or local forms of volunteerism in the host country.
• Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities

• Contribute with articles/write-ups on their field experience and submit them for UNV publications/websites, newsletters, press releases, etc.

• Assist newly-arrived UN Volunteers through the Buddy Scheme for UN Volunteers.

• Promote and/or advise local groups in the use of UNV Online Volunteering, or encouraging relevant local individuals and organizations to use this service whenever technically possible.

13. Results/Expected Output:

• Supported coordination of Country Office planning and reporting exercises such as but not limited to ROAR (Results-Oriented Annual Report), as well as supported that their best practices are highlighted.

• Produce a final report on the contribution made through the volunteer activities in the duty station, activities participated in and capacities developed.

14. Qualifications/Requirements:

• Currently enrollment in a university degree programme in Business Administrative, Sociology, Public Policy, Political Science, Statistics, Development Studies or a related field.

• Experience with the research process/data collection

• Fluent in English, both written and spoken.

• Knowledge and/or experience in coordination, monitoring and evaluation, research and reporting

• Good knowledge and experience with Microsoft office and other office programs, and willingness to learn and develop skills in related computer skills for data analysis and visualization.

• Excellent communication and inter-personal skills.

• Personal commitment, flexibility and ability to work effectively and harmoniously with colleagues from various cultures and professional background.

• Good team player

• Ability to work under tight timelines and stressful conditions.

15. Learning expectations

The assignment per se represents a learning experience and the UN University Volunteer should take the most from this opportunity. UNV places high importance to learning and development of the volunteer. S/he should leverage from the offer of diverse opportunities aim to strengthen his/her own skills and competences, improve the quality of the assignment and keep the volunteer's motivation high.

Learning elements for the UN University 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;
• 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, including the UN Volunteers Toolkit made available on the UNV website (click here) host agencies are expected to support knowledge and capacity development in the technical areas that are relevant to the UN University Volunteer’s assignment. Host agencies are also expected to provide, at their expense, UN University Volunteer with equal opportunity to participate in training courses and workshops offered to the host agency’s personnel.

16. Living Conditions:

Living conditions in Vientiane are relatively good and comfortable but residents must make concessions due to the tropical climate and under developed infrastructure, especially health facilities. The UN Clinic provides health services for all staff and dependents but for some specialized treatments it is necessary to seek health care outside Laos. Most commodities may be purchased in Vientiane or across the border in Thailand 1 or 2 hours away from the capital. Bag snatching and traffic accidents are number one hazards in the capital. Whilst traveling in the Lao provinces, staff will experience more hardship due to lack of infrastructure and general commodities.


The duration of your assignment is 6 months. A volunteer receives a Monthly Living Allowance (MLA) which is intended to cover housing, basic needs and utilities and is equivalent to US$1,319.71.

for volunteers. This calculation is based on the PAM September 2015.

The MLA for the duty station is obtained from the base rate of US $ 932 (for international UN University Volunteer) which is reviewed once a year, and is adjusted on a monthly basis according to the movement (upwards or downwards) of the Post Adjustment Multiplier (PAM) applicable for each duty station. The PAM is established by the International Civil Service Commission (ICSC) to ensure that international UN Volunteers have comparable purchasing power at all duty stations despite varying costs of living. The applicable MLA is calculated as follows: MLA = (MLA base rate x PAM) + MLA base rate. See ICSC website http://icsc.un.org for more information on the applicable PAM rates.

In addition, UN Volunteers are provided a one-time settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable).

Description of Assignment prepared by:

Programme Support Unit, UNDP Laos

Date: 23rd June 2015

Description of Assignment approved:
Sudha Gooty, UNDP Officer in Charge

Date: 24 June 2015

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.
UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Preamble:
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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.

1. UNV Assignment Title: UN University Volunteer on Resource Mobilization

2. UNV Strategic Framework:
   - Outcome 1: UN entities are more effective in achieving sustainable results through volunteerism – Output 1.2: Volunteer engagement is strengthened in four priority areas: (a) basic social services; (b) community resilience for environment and disaster risk reduction; (c) peace building and peace keeping; (d) youth

3. Type of Assignment: International UN University Volunteer

4. Project Title: Partnership Engagement

5. Duration: 6 months

6. Location, Country: Lao PDR

7. Expected Starting Date: July 2016

8. Brief Project Description:

In the past 15 years Laos has maintained a low HIV prevalence of less than 0.5% among the population age 15-49 years old. The country also kept HIV sero-prevalence of less than 5% among key affected population. However it is noted that the HIV prevalence is increasing in sub-groups of key affected population such as service women who have experienced injecting drugs in Vientiane capital (12.5%), MSM-TG who reported selling sex (7%) and people who inject drugs (17%) in two border provinces with Vietnam and China - Phongsaly and Houaphan.

UNAIDS is recognized by the Lao government as one of coordination body among UN family to mobilize and bring global, regional and country expertise to support its National Plan of Action on AIDS. UNAIDS works to ensure that the UN development system can deliver its resource and technical support coherently and efficiently to focus on prevention, treatment, care and support efforts.

Lao PDR’s National Strategic and Action Plan on HIV/AIDS, 2016-2020 aims to scale up the national response to minimize the impact of HIV and AIDS on the social economic development, and improve the quality of life of people infected with and affected by AIDS. The national response includes increase coverage and quality of HIV prevention services, increase coverage and quality of HIV treatment, and care and support.
The national programme aims to reach 70% of the estimated number of service women and 60% of the estimated number of men who have sex with men and transgender people with HIV prevention programmes, and 25% of the estimated number of people who inject drugs with harm reduction programme. The programme also aims at increasing treatment coverage to meet the global target 90-90-90 by 2020. UNAIDS continues to support Lao PDR’s efforts to meet its targets.

9. Host Agency/Host Institute: UNAIDS Lao PDR

The Joint United Nations Programme on HIV/AIDS (UNAIDS) leads and inspires the world to achieve its shared vision of zero new HIV infections, zero discrimination and zero AIDS-related deaths. UNAIDS unites the efforts of 11 UN organizations - UNHCR, UNICEF, WFP, UNDP, UNFPA, UNODC, UN Women, ILO, UNESCO, WHO and the World Bank - and works closely with global and national partners to maximize results for the AIDS response.

10. Organizational Context:

During the assignment the UN Volunteer will deal with the government (Centre for HIV/AIDS/STI, Ministry of Health), Lao Civil Society and INGOs to identify funding gaps in National Strategic Action Plan on HIV/AIDS, 2016-2020. The UNAIDS office in Laos is composed of the Country Manager. The country office also receives the technical support from the Regional Support Team based in Bangkok, Thailand.

11. Type of Assignment Place: Assignment without family

12. Description of tasks:

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

- Work with the government (Centre for HIV/AIDS/STI, Ministry of Health), Lao Civil Society and INGOs to identify funding gaps in National Strategic Action Plan on HIV/AIDS, 2016-2020.
- Assist the Country Manager to develop a fundraising package (proposal, case study, human interest story and documentation of best practices) for mobilizing resources to support the National Strategic Action Plan on HIV/AIDS, 2016-2020 by targeting donor communities in Laos and abroad.
- Support the establishment of a network with the Korean NGOs, private sectors, and government to mobilize resources in supporting the Lao National HIV Program.

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 IVD);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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.

13. Results/Expected Output:
- Funding gaps in National Strategic Action Plan on HIV/AIDS, 2016-2020 identified and documented.
- Package for fundraising (proposal, case-study, human interest story, documentation of best practices) developed.
- Network with potential supporters in Korea (NGOs, private sector, and Government) established.
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

14. Qualifications/Requirements:

Overall, UNAIDS is looking for a UN Volunteer with good analytical and writing skills to develop a package of proposals for resource mobilization. The Volunteer should have:

- Status as a currently enrolled student in a university degree programme in communications, public administration management or social sciences.
- Knowledge and prior experience of social marketing and preparing packages for fundraising is an asset.
- Thorough knowledge of English, both written and spoken.
- Solid skills in data collection, analysis and reporting.
- Strong communication and inter-personal skills. Ability to work with vulnerable groups (sex workers, men who having sex with men, people who inject drugs, and people living with HIV), and establish effective relationship both within and outside the organization.
- Personal commitment, flexibility and ability to work effectively and harmoniously with colleagues from various cultures and professional backgrounds.
- Knowledge of human rights is an asset.
- Ability to work under tight timelines and stressful conditions.

15. Learning expectations

The assignment per se represents a learning experience and the UN University Volunteer should take the most from this opportunity. UNV places high importance to learning and development of the volunteer. S/he should leverage from the offer of diverse opportunities aim to strengthen his/her own skills and competences, improve the quality of the assignment and keep the volunteer's motivation high.

Learning elements for the UN University Volunteer include the development of:

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- Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, including the UN Volunteers Toolkit made available on the UNV website (click here) host agencies are expected to support knowledge and capacity development in the technical areas that are relevant to the UN University Volunteer's assignment. Host agencies are also expected to provide, at their expense, UN University Volunteer with equal opportunity to participate in training courses and workshops offered to the host agency's personnel.

16. Living Conditions:

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provides health services for all staff and dependents but for some specialized treatments it is necessary to seek health care outside Laos. Most commodities may be purchased in Vientiane or across the border in Thailand 1 or 2 hours away from the capital. Bag snatching and traffic accidents are number one hazards in the capital. Whilst traveling in the Lao provinces, staff will experience more hardship due to lack of infrastructure and general commodities.

17. **Conditions of Service:**  [International CoS_2015](#)

The duration of your assignment is 6 months. A volunteer receives a Monthly Living Allowance (MLA) which is intended to cover housing, basic needs and utilities and is equivalent to US$1,319.71 for volunteers. This calculation is based on the PAM September 2015.

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In addition, UN Volunteers are provided a one-time settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable).

**Description of Assignment prepared by the UNV Field Unit/UN Agency:**
*Thongdeng Silakoune, UNAIDS Country Manager, Lao PDR*

**Date:** 19/06/2015

**Description of Assignment approved by UNDP/RR/CD or UNV Field Unit:**
*Carla del Castillo, UNV PO, Lao PDR*

**Date:** 19/06/2015

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1. **UNV Assignment Title:** UN University Volunteer on Support to the National Aid Management Platform in Lao PDR

2. **UNV Strategic Framework:**

   **Outcome 1:** UN entities are more effective in achieving sustainable results through volunteerism / Volunteers embody key values that help improve the effectiveness of development efforts.

   **Output 1.1** Improve UN Volunteer mobilization by better forecasting of partner UN entity needs, and better delivery through responsive and innovative UN Volunteer solutions.

   **Output 1.2:** Volunteer engagement is strengthened in four priority areas: (a) basic social services; (b) community resilience for environment and disaster risk reduction; (c) peace building and peace keeping; (d) youth

   **Output 1.3** The UN Volunteer assignment/experience is improved through effective support, including training and learning

3. **Youth Global Programme:**

   **Outcome 3:** Increased and diversified opportunities for youth volunteering.

4. **Type of Assignment:** International UN University Volunteer

5. **Project Title:** Support to management of the Aid Management Platform (ODA Database)

6. **Duration:** 6 months

7. **Location, Country:** Ministry of Planning and Investment, Vientiane, Lao PDR
7. **Expected Starting Date:** July 2016

8. **Brief Project Description:**

Since 1983 the Lao People’s Democratic Republic (Lao PDR) has been participating in the Round Table Process (RTP), with the support from United Nations and recently also by the Government of Luxembourg. The RTP serves as the primary platform for in-depth dialogue between the Government of Lao PDR and Development Partners on key development issues and to promote the aid and development effectiveness agenda. The 2015 High Level round table meeting will be dedicated to discuss the implementation of the 8th National Socio-Economic Development Plan (NSEDP 2016-2020), and endorse a new Vientiane Partnership Declaration, to be brought in line with the Busan and Mexico Global Partnership Agreements. During the meeting, key information is the Official Development Assistance (ODA) trend for Lao PDR. This is used as one of background documents is the annual Foreign Aid Implementation Report (FAIR) which is generated from the Aid Management Platform (AMP).

The Aid Management Platform (AMP) is a web-based ODA database and was established in Lao PDR since 2012. The AMP is implemented and managed by the Department of International Cooperation (DIC), Ministry of Planning and Investment with the support from the UNDP through the Round Table Process. The AMP is aimed to be a tool for the government to be able to keep track of ODA, so that can ultimately enhance availability, accessibility and transparency of ODA information. While the AMP is operational, a continued technical support is required to ensure the sustainability of this system and ensure reliability and quality of data which is a crucial element of the development effectiveness principle both at national levels and in the global Busan Partnership Framework context.

9. **Host Agency/Host Institute:** UN Resident Coordinator Office (RCO) / Department of International Cooperation, Ministry of Planning and Investment, Lao PDR

10. **Organizational Context:** The Volunteer will be based within the Ministry of Planning and Investment, Lao PDR. The Department of International Cooperation (DIC) has 6 divisions – UN System, Aid Effectiveness, Asia-Pacific, Europe-America, International Financial Institutions (IFIs), and Administration. Each division (except Admin) is responsible for cooperation affairs with respective countries. The UNV will be working more with Aid Effectiveness Division who is dealing with the national and global development effectiveness agenda as agreed in Busan, Republic of Korea, and in particular managing the AMP. The UN Volunteer will also work closely with the project supporting team at the Ministry of Planning and Investment (MPI), and possibly with development partners and other relevant stakeholders involved in the Round Table works.

The Volunteer will also be working closely with the UN Resident Coordinator Office and with the Poverty Reduction Unit at United Nations Development Program (UNDP). The Round Table Process project is specifically about managing the good cooperation between all development partners in Lao PDR towards more effective partnerships for development and more effective development results, working together towards achieving Lao PDR’s development goals. So the RTP work lies around key development agenda, such as the MDGs, National Plan, Sustainable Development Goals and Graduation from the Least Developed Country status.

11. **Type of Assignment Place:** Assignment without family
12. Description of tasks:

The UN Youth Volunteer will work under the supervision of the Director General of Department of International Cooperation (DIC), Ministry of Planning and Investment (MPI). The main tasks include:

- Support operation of the AMP – day-to-day management of the system and identifying any bugs and issues needed follow up and corrective actions
- Support contacting and coaching Donor Data Focal Points – to enter data in the system, to reconcile and validate figures (avoid double counting, incorrect figures – commitments vs expenditures etc…)
- Support generation of annual and semi-annual FAIRs
- Support organization of AMP validation workshop – Monthly basis is preferred. However, if not possible, every two month workshop is needed
- Follow up and checking with Data Focal Points (DFPs) for any discrepancies and correct figures
- Provision of technical inputs for the refinement of the AMP sustainability plan

Furthermore, UN University Volunteers are encouraged to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking active part in UNV activities (for instance in events that mark International Volunteer Day (IVD)).
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country.
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities
- Contribute with articles/write-ups on their field experience and submit them for UNV publications/websites, newsletters, press releases, etc.
- Assist newly-arrived UN Volunteers through the Buddy Scheme for UN Volunteers;
- Promote and/or advise local groups in the use of UNV Online Volunteering, or encouraging relevant local individuals and organizations to use this service whenever technically possible.

13. Results/Expected Output:

- Aid Management Platform Data set successfully populated and validated in consultation with key stakeholders
- Aid Management Platform Data set is able to produce high quality data and analysis for the development of the Annual Foreign Aid Implementation Report (FAIR) as well as Donor Profiles by Department of International Cooperation and distributed to ministries, parliament, development partners and other stakeholders
- Quality aid data is available for the 2015 high-level round table meeting
- High quality database and analysis systems are in place and functions improved
- Simplified Data Management Plan in place and operationalized
- Standard basic template developed for generating Sector ODA Reports on Aid Flows in support of Sector Working Group meetings, to improve aid co-ordination visibility in each sector.
- Standard basic template devised for generating and maintaining Development Partner profiles based on the Aid Management Platform.
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.
14. **Qualifications/Requirements:**

- Currently enrolment in a university degree programme in Information System or Information Management or a related field.
- Experience with the aid information system, especially the ODA is an asset.
- Thorough knowledge of English, both written and spoken.
- Have knowledge on coordination, monitoring and evaluation, analytical and reporting production.
- Excellent communication and inter-personal skills; proven representation abilities.
- Personal commitment, flexibility and ability to work effectively and harmoniously with colleagues from various cultures and professional background.
- Ability to work under tight timelines and stressful conditions.

15. **Learning expectations**

The assignment per se represents a learning experience and the UN University Volunteer should take the most from this opportunity. UNV places high importance to learning and development of the volunteer. S/he should leverage from the offer of diverse opportunities aim to strengthen his/her own skills and competences, improve the quality of the assignment and keep the volunteer’s motivation high.

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- Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, including the UN Volunteers Toolkit made available on the UNV website [click here](http://www.unvolunteers.org) host agencies are expected to support knowledge and capacity development in the technical areas that are relevant to the UN University Volunteer’s assignment. Host agencies are also expected to provide, at their expense, UN University Volunteer with equal opportunity to participate in training courses and workshops offered to the host agency’s personnel.

16. **Living Conditions:**

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17. **Conditions of Service:** [International CoS_2015](http://www.unvolunteers.org)
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**Description of Assignment prepared by:**

Jakob Schemel, Head of the UN Resident Coordinator’s Office

**Date:** 19 June 2015

**Description of Assignment approved:**

Azusa Kubota, Deputy Resident Representative, UNDP Officer in Charge

**Date:** 19 June 2015

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1. **UNV Assignment Title:** Communications Support Officer
2. **UNV Strategic Framework:**
   - **Outcome 1:** UN entities are more effective in achieving sustainable results through volunteerism / Volunteers embody key values that help improve the effectiveness of development efforts.
   - **Output 1.1** Improve UN Volunteer mobilization by better forecasting of partner UN entity needs, and better delivery through responsive and innovative UN Volunteer solutions.
   - **Output 1.2:** Volunteer engagement is strengthened in four priority areas: (a) basic social services; (b) community resilience for environment and disaster risk reduction; (c) peace building and peace keeping; (d) youth
3. **Type of Assignment:** International UN University Volunteer
4. **Project Title:** Disaster Risk Reduction: Building Community Resilience in Timor-Leste
5. **Duration:** 6 months
6. **Location, Country:** Dili, Timor-Leste
7. **Expected Starting Date:** July 2016
8. **Brief Project Description:**

IOM is present in Timor-Leste since 1999 and has assisted displaced populations affected by violence, insecurity and natural disasters. IOM’s recent programming focuses on building the government’s and communities' resilience to shocks as a result of disasters, of which threat is greater than ever today due to the effects of climate change, environmental degradation and the increasing number of people settling in high-risk areas as the population grows.

IOM assists local counterparts in building their capacity to manage disasters by providing skills and resources that enable community-based mechanisms to mitigate the impact of disasters. In 2015, IOM reached vulnerable communities across seven out of 13 municipalities through an initiative supported by the Government of the United States, now in its second phase. Through the initiative, communities are gaining better knowledge of the issue and receive guidance and resources to carry out their risk mitigation.
plans. Communities are also assisted to adopt more sustainable and diversified livelihood options. Moreover, IOM facilitates the process of building effective disaster response coordination systems between authorities and local actors and forging community-based early warning mechanisms. The project also provides technical assistance for the Government of Timor-Leste at the national level aiming at strengthening the overall early warning systems and establishing standard operating procedures that will enable a timely disaster response.

As part of this project, IOM is currently working with community radio stations, aiming at reaching remote communities with disaster risk awareness messages, using local languages and through relatable stories tailored to a local context. These community radio stations are run by volunteers as they do not have any regular incomes to sustain on a commercial basis. Through this partnership with community radio stations, IOM can reach a larger number of population than face-to-face awareness campaigns, and can also build capacity of radio stations by acting as a mentor so that radio stations can learn how to plan, budget, and produce a radio show that meets their client’s need.

The project is managed by a team of ten staff members (including consultants) and led by Chief of Mission.

9. Host Agency/Host Institute: IOM Timor-Leste

10. Organizational Context:

IOM established its presence in Timor-Leste since 1999. The focus areas in Timor-Leste include: Labour Migration; Counter-Trafficking and Smuggling in Persons; Border Management; and Disaster Risk Reduction (DRR).

The total number of staff members (including short-term consultants) is about 20. It is a friendly and open office environment whereby staff members are encouraged to exchange ideas and support is readily available to resolve a problem.

The Communication Support Officer (CSO) will provide support for managing the community radio initiative, specifically through supporting and encouraging the national project staff and community radio volunteers so that they gain confidence in producing radio shows that deliver DRR messages. Since the radio initiative is being piloted since early 2015, the team is still trying to identify the best way to work with community radio stations and to manage the project activities. In this context, the CSO is expected to actively share ideas that may contribute to success, while identifying solutions to any problems that may arise. The CSO will also work closely with the DRR team and provide support for designing and development of communication materials that will be used for awareness/training activities.

In addition, the CSO will provide support for the implementation of public relations/communication activities for IOM Timor-Leste in general. The CSO will participate in activities such as workshops and awareness events, through which the CSO will be exposed to a range of subjects IOM deals with in the country (such as counter-trafficking/smuggling).

Lastly, Timor-Leste is a country with a large proportion of youth: over 43% of the population is under 15 years old. IOM is keen to explore options to engage more youths in its project activities. Under the guidance of the Chief of Mission, the CSO will work to identify suitable modalities to engage youth in IOM activities.

11. Type of Assignment Place: assignment without family

12. Description of tasks:

Under the direct supervision of the IOM Chief of Mission, the UN University Volunteer will work closely with project team members and undertake the following tasks:
Assist with the management of a pilot radio communication initiative that aims at raising community’s awareness of disaster risk reduction and disaster preparedness in partnership with community radio station volunteers.

Assist with the documentation of lessons and knowledge sharing from the partnership experience between IOM and community radio stations.

Assist with designing and development of communication materials such as posters, leaflets and handouts which will be used for raising awareness of issues that IOM works on, such as disaster risk reduction and the protection of the rights of migrants.

Explore opportunities to engage youth volunteers in IOM project activities, notably in the area of disaster risk reduction.

Assist with drafting Press Notes to mark milestones of IOM’s development work in Timor-Leste, such as a launch of a project or a publication.

Participate in IOM’s project events, such as trainings and conferences and provide assistance as necessary.

Assist with the drafting of inputs for the UN Facebook page.

Assist with the development of other communication materials to raise visibility of IOM’s work in Timor-Leste.

Partake in IOM activities that engage youth/volunteers.

Assist in other tasks as required.

Furthermore, UN Volunteers are encouraged 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 IVD);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV and UNDP 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.

13. Results/Expected Output:

- A youth volunteer gains understanding of the work of IOM, development work in general and the UN Volunteers programme.
- IOM Timor-Leste Disaster Risk Reduction Project, in particular, radio initiative, is assisted to achieve the project's targets.
- IOM Timor-Leste is assisted with the production of communication and information materials, updating of UN Facebook Page, and other activities.
- Produce a final report on the contribution made through the volunteer activities in the duty station, activities participated in and capacities developed.

14. Qualifications/Requirements:
The candidate is expected to have the following qualifications and experience:

- Currently enrolled in a university degree programme in the area of public relations, communications, development, human rights, international relations or other related field
- Practical experience in public relations/communications
- Experience of volunteering
- Commitment to engaging with youth and the principles of volunteerism
- Mature personality with experience working in mixed cultural teams with respect
- Strong interpersonal, communication and facilitation skills
- Sound knowledge of MS Word, Excel, PowerPoint and relevant software
- Strong English language proficiency – oral and written
- Knowledge of Portuguese is an advantage

15. Learning expectations

The assignment per se represents a learning experience and the UN University Volunteer should take the most from this opportunity. UNV places high importance to learning and development of the volunteer. S/he should leverage from the offer of diverse opportunities aim to strengthen his/her own skills and competences, improve the quality of the assignment and keep the volunteer’s motivation high.

Learning elements for the UN University 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;
- 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, including the UN Volunteers Toolkit made available on the UNV website (click here) host agencies are expected to support knowledge and capacity development in the technical areas that are relevant to the UN University Volunteer’s assignment. Host agencies are also expected to provide, at their expense, UN University Volunteer with equal opportunity to participate in training courses and workshops offered to the host agency’s personnel.

16. Living Conditions:

Timor Leste is half of a tropical island on the Australian continental shelf characterized by a rugged mountain chain running east-west that divides the country into a generally warmer north coast and a milder south coast. The capital city, Dili, is located in the north.

Climate: The climate along the coast is relatively warm hot year round with an annual average temperature of 30°C. There are two distinct seasons: the north-east monsoon season, which runs from November to March, constitutes the rainy season throughout the country. The south-east monsoon season, which runs from March to October, constitutes the dry season with some rain on the southern coast but otherwise dry and windy conditions in the rest of the country. The climate inland with its high mountains can be very cold with an annual average temperature of 15°C.
Health: At the moment, Stamford Medical serves as a recommended medical facility for UN staff. It has two approved UN physicians that can perform primary healthcare and simpler treatments, or recommend medical evacuation to Singapore. There is a national hospital with some international staff and a limited number of other private clinics in Dili. For more complex medical treatment and assessment, it is necessary to evacuate to neighboring countries such as Darwin or Singapore.

Diet, Food and Water: Most staple foods can be found in the markets such as rice, meat, vegetables, cooking oil, salt and sugar. There are many local markets around Dili as well as four supermarkets that are stocked with imported goods, mainly from Australia, Indonesia, Singapore and China. Dili has a large number of restaurants, cafes and bars. There is a variety of food ranging from Western to Southeast Asian fare. You can also find several local warungs with less expensive meals. The price range for a meal can range from $3 to $20+.

Telecommunications: At the moment, there are three telecommunication providers in country, Timor Telecom and Telcomcel and Telemor. While Timor Telecom has been long present, Telcomcel and Telemor were newly launched in Timor-Leste, and started operating in February 2013. The SIM cards cost $2-3 and pre-paid/pulsa cards range from $1 to $50. Further, depending on UN Agency, you may receive a PIN code to make international phone calls that will be charged to your VLA.

Hotels: The UNV Field unit in Dili will help arrange your initial accommodation in a hotel, at your expense. Most of the hotels in Dili are aimed at internationals and offer a good level of comfort with air-conditioned rooms and en-suite bathrooms. You can expect to pay from $30 to $50 per night.

Permanent Accommodation: Expect that your accommodation will range from the very basic to adequate, although many private houses in Dili have been renovated to a reasonable or even considered ‘luxurious’ level of comfort. The rate of reconstruction and renovation in the municipalities has been much slower than in Dili. Accommodation is far more likely to be of a very basic level.

17. Conditions of Service

A 6 (six) - month contract; monthly living allowance (MLA) intended to cover housing, basic needs and utilities, with a base rate of US$ 932 (for international UN University Volunteer), which is adjusted monthly according to the movement (upwards or downwards) of the Post Adjustment Multiplier (PAM), which is established by the International Civil Service Commission (ICSC) to ensure that international UN Volunteers have comparable purchasing power at all duty stations despite varying costs of living. The applicable MLA is calculated as follows: MLA = (MLA base rate x PAM) + MLA base rate. See ICSC website http://icsc.un.org for more information on the applicable PAM rates.

For instance, the PAM for Timor Leste in September 2015 is 60.5%. Therefore, the applicable MLA for an international UN Volunteer in Timor Leste in September 2015 is calculated: (932 X 60.5%) + 932 = 1,495.86 USD

In addition, UN Volunteers are provided a one-time settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable).
UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Preamble:
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.

1. UNV Assignment Title: UN University Volunteer in Communications

2. UNV Strategic Framework:

Outcome 1: UN entities are more effective in achieving sustainable results through volunteerism / Volunteers embody key values that help improve the effectiveness of development efforts.

Output 1.1 Improve UN Volunteer mobilization by better forecasting of partner UN entity needs, and better delivery through responsive and innovative UN Volunteer solutions.

Output 1.2: Volunteer engagement is strengthened in four priority areas: (a) basic social services; (b) community resilience for environment and disaster risk reduction; (c) peace building and peace keeping; (d) youth

3. Type of Assignment: International UN University Volunteer

4. Project Title: Support to UN Communications in Timor-Leste

5. Duration: 6 months

6. Location, Country: Dili, Timor-Leste

7. Expected Starting Date: July 2016

8. Brief Project Description:

Timor-Leste is culminating a transition phase, shifting from a post-conflict/recovery situation to a full-fledged development context. The peacekeeping mission - UNMIT – ended formally on 31 December 2012. A new relationship between the Government of Timor-Leste and the UN is thus being establishing, focusing primarily on development, including institution building. In this context, the Office of the Resident Coordinator (RCO) plays a critical role in supporting the UN Resident Coordinator (RC), the UN Country Team (UNCT) to ensure a smooth transition and strategically re-shape the new UN presence. Furthermore, the RCO liaises with the counterparts, including the Government, the Office of the President, Parliament, and civil society, the international donor community on a regular basis to keep national and international counterparts abreast of developments in UN programming, and provide information and support when requested.

9. Host Agency/Host Institute: UNDP/RCO
10. Organizational Context:

Under the direct supervision of the Head of the RCO, the UNV will be responsible for supporting coordination of RCO activities with particular focus in the area of communications and outreach, to provide visibility of the UN work in Timor-Leste, support advocacy initiatives and ensure accurate reporting of the UN programmes in the country. S/he will do this by (1) assisting the implementation of a UN Timor-Leste communications strategy in close collaboration with the UN Communications Group, (2) supporting the coordination activities of the RCO (3) managing the UN Timor-Leste Facebook account.

11. Type of Assignment Place: Assignment without family

12. Description of tasks:

The Communications Officer will work in the direct supervision of the Head of the Office of the UN Resident Coordinator in close cooperation with the RCO staff, the UN Communications Group and programme staff of different agencies.

- **Support the positioning of the UN System as a credible and trusted development partner in Timor-Leste by supporting the implementation of the communications strategy**
  - Assist the coordination of UN Agencies with advocacy activities, including support to public events, launching ceremonies, celebration of UN theme days, visits of senior UN officials, field visits, workshops, and global UN initiatives in close cooperation with the UN Communications Group
  - Assist the UNCG Chair to organize the meetings, take and disseminate minutes provide secretarial function to the group
  - Support the maintenance and update of the web based outreach tools
  - Assist the RC and the Head of RCO to prepare written materials including speeches, talking points, articles, press releases, responses to coverage about the UN in the media, etc;
  - Assist the RCO to meet its reporting requirements focusing on impact and results of the UN contribution to Timor-Leste’s development

- **Support the coordination activities of the RCO**
  - Support preparation of UNCT meetings, UN Theme Group meetings and other joint initiatives
  - Prepare briefings, background and support materials and prepare presentations on specific topics as required
  - Perform other duties as required and instructed by the Senior Co-ordination and Policy Advisor, the Resident Coordinator and the UNCT.

Furthermore, UN University Volunteers are encouraged 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 IVD);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV and UNDP 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.
• Produce a final report on the contribution made through the volunteer activities in the duty station, activities participated in and capacities developed.

13. Results/Expected Output:
• Regular Facebook posts (twice/day)
• Media network and contact roster
• Advocacy and launch events organized and documented
• Communication and promotional materials such as brochures, posters, fact sheets, etc. produced
• Press releases, media advisory and articles written and published
• Press conferences, other media events and media field trips organized;
• UN Day Event organized and documented
• UN Newsletter

14. Qualifications/Requirements:
• Currently enrolled in a university degree programme in Communication, Journalism or related field; Senior students are encouraged to apply as well.
• Additional credentials in communications or related fields are desirable.
• Experience in the field of journalism, communication, public information or other related field is an asset
• Fluent in English language

Skills
• Excellent writing skills
• Good multicultural communication skills
• Good in networking
• Full proficiency in English

Competencies
• Core values: Diversity and inclusion, Integrity, Commitment
• Core competencies: Communication, Working with People, and Drive for Results
• Functional competencies: Formulating strategies and concepts, Analyzing, Applying technical expertise, Learning and researching, Planning and organizing.

15. Learning expectations

The assignment per se represents a learning experience and the UN University Volunteer should take the most from this opportunity. UNV places high importance to learning and development of the volunteer. S/he should leverage from the offer of diverse opportunities aimed to strengthen his/her own skills and competences, improve the quality of the assignment and keep the volunteer’s motivation high.

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Health: At the moment, Stamford clinic serves as a recommended medical facility for UN staff. It has two approved UN physicians that can perform primary healthcare and simpler treatments, or recommend medical evacuation to Singapore. There is a national hospital with some international staff and a limited number of other private clinics in Dili. For more complex medical treatment and assessment, it is necessary to evacuate to neighboring countries such as Darwin or Singapore.

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In addition, UN Volunteers are provided a one-time settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable).

Description of Assignment prepared by the UNV Field Unit/UN Agency:

Pablo Barrera, Head of RCO Timor-Leste

Date: 23 September 2015

Description of Assignment approved by UNDP/RR/CD or UNV Field Unit:

Gemma Marie Carnacete, UNV PO

Date: 23 September 2015
UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Preamble:
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.

1. UNV Assignment Title: UN University Volunteer in Communications

2. UNV Strategic Framework:

Outcome 1: UN entities are more effective in achieving sustainable results through volunteerism / Volunteers embody key values that help improve the effectiveness of development efforts.

Output 1.1 Improve UN Volunteer mobilization by better forecasting of partner UN entity needs, and better delivery through responsive and innovative UN Volunteer solutions.

Output 1.2: Volunteer engagement is strengthened in four priority areas: (a) basic social services; (b) community resilience for environment and disaster risk reduction; (c) peace building and peace keeping; (d) youth

3. Type of Assignment: International UN University Volunteer

4. Project Title: Communications

5. Duration: 6 months

6. Location, Country: Dili, Timor-Leste

7. Expected Starting Date: July 2016

8. Brief Project Description:

The Democratic Republic of Timor-Leste – also commonly known as East Timor – became the world’s first new sovereign state of the 21st century on May 20, 2002. Since independence, the United Nations Children’s Fund, UNICEF, has been active in its efforts to improve the survival, development, protection and participation of children and women in Timor-Leste.

The joint Government of Timor-Leste – UNICEF Country Programme for 2015-2019 is designed to achieve results for children, their families and communities – demonstrating the impact of a complimentary, synergistic and inter-sectoral development model to support the achievement of national and international development goals and targets.

UNICEF promotes meaningful participation by children and thereby the inclusion of children and their communities in decision-making processes affecting their lives. This is achieved by helping countries to
provide the mechanisms and institutions necessary to foster dialogue with communities and children, as well as by supporting children and their communities in building their capacity to effectively voice their views and demand their rights.

Around 48% of the population of Timor-Leste is under the age of 18, which means that including adolescents and youth in the development process is crucial in achieving inclusive and sustainable development. UNICEF’s Communication (external relations) and Communication for Development activities are designed to promote youth voices and children’s participation in the media by engaging them in various initiatives including social media through various programmes.

9. Host Agency/Host Institute: UNICEF

10. Organizational Context:

The Country Office of Timor-Leste works under the guidance of the Representative and in consultation with various sections (Health and Nutrition; Water and Sanitation; Education; Child Protection and Participation, Programme Monitoring and Evaluation and the Communication section). The UNICEF Office in Timor-Leste also liaises with the Regional Office in Bangkok and Headquarters in New York. The Communication Support Officer will work under the direct supervision of the Communication Specialist and in collaboration with the two other communication staff members of the section. The Communication Support Officer will also be responsible to work in close cooperation with the programme staff of different sub-programmes assisting them in their internal and external communication functions.

11. Type of Assignment Place: Assignment without family

12. Description of tasks:

Under the direct supervision of the UNICEF Communications Officer, the UN University Volunteer will undertake the following tasks:

- Support staff from the different sections to document UNICEF work in the communities and with key implementing partners, identify best practices and develop success stories to be shared through donor reporting, media and other communication channels.
- In close collaboration with programme staff, support children and their communities in building their capacity to effectively voice their views and demand their rights.
- Produce and store communication materials such as photographs, publication design files and videos
- Support staff in the management of the UNICEF Facebook page and website of UNICEF Timor-Leste including other social media.
- Assist with the preparation of the celebrations of various public events through media liaison, drafting press releases, press conference organization, etc.
- Assist in other tasks as required.

Furthermore, UN University Volunteers are encouraged 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 IVD);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
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- Contribute articles/write-ups on field experiences and submit them for UNV and UNDP 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.

13. Results/Expected Output:

- Content developed for social media and Website of UNICEF TL on a regular basis
- Advocacy and launch events organized and documented
- Capacities of children and their communities enhanced to effectively voice their views and demand their rights.
- Communication and promotional materials such as brochures, posters, fact sheets, story etc. produced
- Assisted in drafting press releases, media advisory and articles written and published
- Assisted in Press conferences, other media events and media field trips organized;
- Development of several advocacy tools (programme specific) such as a brochure and video
- Produce a final report on the contribution made through the volunteer activities in the duty station, activities participated in and capacities developed.

14. Qualifications/Requirements:

- Currently enrolled in a university degree programme in Communication, Journalism or related field; senior students are encouraged to apply as well.
- Previous work in the field of development, specifically in the field of communication and social media, is an asset
- Experience of using in different publications software including publisher and video filming and editing are desirable.
- Experience in the field of journalism, communication, public information or other related field is an asset.

Skills

- Excellent writing skills
- Good multicultural communication skills
- Good in networking
- Full proficiency in English

Competencies

- Core values: Diversity and inclusion, Integrity, Commitment
- Core competencies: Communication, Working with People, and Drive for Results
- Functional competencies: Formulating strategies and concepts, Analyzing, Applying technical expertise, Learning and researching, Planning and organizing.

The candidate is expected to have the following qualifications and experience:

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- Experience of volunteering
- Commitment to engaging with youth and the principles of volunteerism
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- Mature personality with experience working in mixed cultural teams with respect
15. Learning expectations

The assignment per se represents a learning experience and the UN University Volunteer should take the most from this opportunity. UNV places high importance to learning and development of the volunteer. S/he should leverage from the offer of diverse opportunities aimed to strengthen his/her own skills and competences, improve the quality of the assignment and keep the volunteer’s motivation high.

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Health: At the moment, Stamford Medical serves as a recommended medical facility for UN staff. It has two approved UN physicians that can perform primary healthcare and simpler treatments, or recommend medical evacuation to Singapore. There is a national hospital with some international staff and a limited number of other private clinics in Dili. For more complex medical treatment and assessment, it is necessary to evacuate to neighboring countries such as Darwin or Singapore.

Diet, Food and Water: Most staple foods can be found in the markets such as rice, meat, vegetables, cooking oil, salt and sugar. There are many local markets around Dili as well as four supermarkets that are stocked with imported goods, mainly from Australia, Indonesia, Singapore and China. Dili has a large number of restaurants, cafes and bars. There is a variety of food ranging from Western to Southeast Asian fare. You can also find several local warungs with less expensive meals. The price range for a meal can range from $3 to $20+.

Telecommunications: At the moment, there are three telecommunication providers in the country, Timor Telecom and Telcomcel and Telemor. While Timor Telecom has been long present, Telcomcel and Telemor were newly launched in Timor-Leste, and started operating in February 2013. The SIM cards cost
$2-3 and pre-paid/pulsa cards range from $1 to $50. Further, depending on UN Agency, you may receive a PIN code to make international phone calls that will be charged to your VLA.

**Hotels:** The UNV Field unit in Dili will help arrange your initial accommodation in a hotel, at your expense. Most of the hotels in Dili are aimed at internationals and offer a good level of comfort with air-conditioned rooms and en-suite bathrooms. You can expect to pay from $30 to $50 per night.

**Permanent Accommodation:** Expect that your accommodation will range from the very basic to adequate, although many private houses in Dili have been renovated to a reasonable or even considered ‘luxurious’ level of comfort. The rate of reconstruction and renovation in the municipalities has been much slower than in Dili. Accommodation is far more likely to be of a very basic level.

### 17. Conditions of Service

A 6 (six)-month contract; monthly living allowance (MLA) intended to cover housing, basic needs and utilities, with a base rate of US$ 932 (for international UN University Volunteer), which is adjusted monthly according to the movement (upwards or downwards) of the Post Adjustment Multiplier (PAM), which is established by the International Civil Service Commission (ICSC) to ensure that international UN Volunteers have comparable purchasing power at all duty stations despite varying costs of living. The applicable MLA is calculated as follows: MLA = (MLA base rate x PAM) + MLA base rate. See ICSC website http://icsc.un.org for more information on the applicable PAM rates.

For instance, the PAM for Timor Leste in September 2015 is 60.5%. Therefore, the applicable MLA for an international UN Volunteer in Timor Leste in September 2015 is calculated: 

\[(932 \times 60.5\%) + 932 = 1,495.86 \text{ USD}\]

In addition, UN Volunteers are provided a one-time settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable).
UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Preamble:
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.

1. UNV Assignment Title: UN University Volunteer in Communications
2. UNV Strategic Framework:
   Outcome 1: UN entities are more effective in achieving sustainable results through volunteerism / Volunteers embody key values that help improve the effectiveness of development efforts.

   Output 1.1: Improve UN Volunteer mobilization by better forecasting of partner UN entity needs, and better delivery through responsive and innovative UN Volunteer solutions.

   Output 1.2: Volunteer engagement is strengthened in four priority areas: (a) basic social services; (b) community resilience for environment and disaster risk reduction; (c) peace building and peace keeping; (d) youth

3. Type of Assignment: International UN University Volunteer
4. Project Title: Volunteerism and UNV Advocacy and Promotion
5. Duration: 6 months
6. Location, Country: Dili, Timor-Leste
7. Expected Starting Date: July 2016
8. Brief Project Description:
The UNV Field Unit in Timor-Leste engages other UN and national agencies in partnering under the auspices of the UNV Global Programmes. It also mobilizes UN Volunteers to be involved in programmes and projects of other UN agencies in various parts of the country. One major sector it works on is with the youth. On this, UNV FU cooperates with the UN Youth Results Group in Timor-Leste as well as national partners specifically the Secretary of State for Youth and Sports (SSYS). The UNV FU is working on establishing both urban youth volunteers and community-based youth volunteers to respond to the programmatic and project needs indicated by the national partners and UN agencies.

9. Host Agency/Host Institute: UNDP/UNV
10. Organizational Context:
Since 1999, about 3,000 UN Volunteers from more than 100 countries have supported Timor-Leste by carrying out activities throughout the country. Many were involved in the civic education, voter registration and electoral campaign processes as well as in helping administer violence-free Constituent Assembly and Presidential elections that paved the way to Independence. Some 800 UNVs served in Timor-Leste prior to Independence. By 2003, there were 270 UN Volunteers serving in the country in sectors ranging from forestry and fisheries, water and sanitation, civil engineering and health to human rights, refugee and returnee issues and judicial affairs.

In 2012, the UNV Field Unit in Timor-Leste shifted to becoming a development partner within the UN System in the country. Since then, the assignments range from administrative support to projects and programmes to programme specialists in Environment, Health, Disaster Risk Management, Education and Youth Mobilization.

11. Type of Assignment Place: Assignment without family

12. Description of tasks:

Under the direct supervision of the UNV Programme Officer, the UN University Volunteer will undertake the following tasks:

- Help design and develop promotional materials such as brochures, flyers, posters, and videos in English and Tetum;
- Keep running and active the UNV Facebook page and website and activate UNV FU in TL in other social media for a;
- Assist with the preparation of the UN celebrations specially for the International Youth Day and the International Volunteer Day through media liaison, drafting press releases, press conference organization;
- Keep abreast with the activities of voluntary and youth organisations in Timor-Leste through press clippings;
- Sit in the UN Communications Group meetings on behalf of UNV and file reports of the meetings;
- Assist in other tasks as required.

Furthermore, UN University Volunteers are encouraged 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 IVD);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV and UNDP 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.

13. Results/Expected Output:

- UNV promotional materials in English and Tetum – brochures, flyers, posters, videos;
- Up and running presence of UNV TL in major social media fora;
- Reports on IVD, IYD, UNCG activities;
- Press releases, reports on media liaises, press conferences, etc.;
- Compilation of TL volunteerism in soft and hard copies;
Other outputs as determined
Produce a final report on the contribution made through the volunteer activities in the duty station, activities participated in and capacities developed.

14. Qualifications/Requirements:
- Currently enrolled in a university degree programme in Communication, Journalism or related field; senior students are encouraged to apply as well.
- Previous work in the field of development, specifically in the field of communication and social media, is an asset.
- Experience of using in different publications software including publisher and video filming and editing are desirable.
- Experience in the field of journalism, communication, public information or other related field is an asset.

Skills
- Excellent writing skills
- Good multicultural communication skills
- Good in networking
- Full proficiency in English

Competencies
- Core values: Diversity and inclusion, Integrity, Commitment
- Core competencies: Communication, Working with People, and Drive for Results
- Functional competencies: Formulating strategies and concepts, Analyzing, Applying technical expertise, Learning and researching, Planning and organizing.

The candidate is expected to have the following qualifications and experience:
- Currently enrolment in a university degree programme
- Experience of volunteering
- Commitment to engaging with youth and the principles of volunteerism
- Strong interpersonal, communication and facilitation skills
- Mature personality with experience working in mixed cultural teams with respect
- Sound knowledge of MS Word, Excel, PowerPoint and relevant software
- Strong English language proficiency – oral and written

15. Learning expectations

The assignment per se represents a learning experience and the UN University Volunteer should take the most from this opportunity. UNV places high importance to learning and development of the volunteer. S/he should leverage from the offer of diverse opportunities aim to strengthen his/her own skills and competences, improve the quality of the assignment and keep the volunteer's motivation high.

Learning elements for the UN University 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;
- 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, including the UN Volunteers Toolkit made available on the UNV website (click here) host agencies are expected to support knowledge and capacity development in the technical areas that are relevant to the UN University Volunteer’s assignment. Host agencies are also expected to provide, at their expense, UN University Volunteer with equal opportunity to participate in training courses and workshops offered to the host agency’s personnel.

16. Living Conditions:

Timor Leste is half of a tropical island on the Australian continental shelf characterized by a rugged mountain chain running east-west that divides the country into a generally warmer north coast and a milder south coast. The capital city, Dili, is located in the north.

Climate: The climate along the coast is relatively warm hot year round with an annual average temperature of 30°C. There are two distinct seasons: the north-east monsoon season, which runs from November to March, constitutes the rainy season throughout the country. The south-east monsoon season, which runs from March to October, constitutes the dry season with some rain on the southern coast but otherwise dry and windy conditions in the rest of the country. The climate inland with its high mountains can be very cold with an annual average temperature of 15°C.

Health: At the moment, Stamford Medical serves as a recommended medical facility for UN staff. It has two approved UN physicians that can perform primary healthcare and simpler treatments, or recommend medical evacuation to Singapore. There is a national hospital with some international staff and a limited number of other private clinics in Dili. For more complex medical treatment and assessment, it is necessary to evacuate to neighboring countries such as Darwin or Singapore.

Diet, Food and Water: Most staple foods can be found in the markets such as rice, meat, vegetables, cooking oil, salt and sugar. There are many local markets around Dili as well as four supermarkets that are stocked with imported goods, mainly from Australia, Indonesia, Singapore and China. Dili has a large number of restaurants, cafes and bars. There is a variety of food ranging from Western to Southeast Asian fare. You can also find several local warungs with less expensive meals. The price range for a meal can range from $3 to $20+.

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Hotels: The UNV Field unit in Dili will help arrange your initial accommodation in a hotel, at your expense. Most of the hotels in Dili are aimed at internationals and offer a good level of comfort with air-conditioned rooms and en-suite bathrooms. You can expect to pay from $30 to $50 per night.

Permanent Accommodation: Expect that your accommodation will range from the very basic to adequate, although many private houses in Dili have been renovated to a reasonable or even considered ‘luxurious’ level of comfort. The rate of reconstruction and renovation in the municipalities has been much slower than in Dili. Accommodation is far more likely to be of a very basic level.

17. Conditions of Service

A 6 (six) - month contract; monthly living allowance (MLA) intended to cover housing, basic needs and utilities, with a base rate of US$ 932 (for international UN University Volunteer), which is adjusted monthly
according to the movement (upwards or downwards) of the Post Adjustment Multiplier (PAM), which is established by the International Civil Service Commission (ICSC) to ensure that international UN Volunteers have comparable purchasing power at all duty stations despite varying costs of living. The applicable MLA is calculated as follows: $\text{MLA} = (\text{MLA base rate} \times \text{PAM}) + \text{MLA base rate}$. See ICSC website http://icsc.un.org for more information on the applicable PAM rates.

For instance, the PAM for Timor Leste in September 2015 is 60.5%. Therefore, the applicable MLA for an international UN Volunteer in Timor Leste in September 2015 is calculated: $(932 \times 60.5\%) + 932 = 1,495.86$ USD

In addition, UN Volunteers are provided a one-time settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable).

Description of Assignment approved by UNDP/RR/CD or UNV Field Unit:

Gemma Marie Carnacete, UNV PO

Date: 21 September 2015
UN UNIVERSITY VOLUNTEER DESCRIPTION OF ASSIGNMENT

Preamble:
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.

1. UNV Assignment Title: UN University Volunteer in Communications

2. UNV Strategic Framework:

   Outcome 1: UN entities are more effective in achieving sustainable results through volunteerism / Volunteers embody key values that help improve the effectiveness of development efforts.

   Output 1.1 Improve UN Volunteer mobilization by better forecasting of partner UN entity needs, and better delivery through responsive and innovative UN Volunteer solutions.

   Output 1.2: Volunteer engagement is strengthened in four priority areas: (a) basic social services; (b) community resilience for environment and disaster risk reduction; (c) peace building and peace keeping; (d) youth

   Output 1.3 The UN Volunteer assignment/experience is improved through effective support, including training and learning

   Youth Global Programme:
   Outcome 3: Increased and diversified opportunities for youth volunteering.

3. Type of Assignment: International UN University Volunteer

4. Project Title: UN Communications Team

5. Duration: 6 months

6. Location, Country: Ha Noi, Viet Nam

7. Expected Starting Date: July 2016

8. Brief Project Description:
Under the direct supervision of the Team Leader for the Online and Multimedia Team within the UN Communications Team, the UN University Volunteer in Communications for internal and online communication assists in the conceptualization, planning, execution and monitoring of UN Viet Nam internal and online communication work, with specific responsibility for the UN Viet Nam intranet and website. The UN University volunteer in communications also provides quality English writing and editing support for UN publications and materials.

9. **Host Agency/Host Institute:** One UN Communications Team

10. **Organizational Context:**

Joint communications efforts help reduce competition for the same media space, and improve coordination in event planning and campaign efforts. It helps to strengthen UN-wide messaging for the MDGs, new SDGs and Post 2015 Development Agenda, with a stronger focus on issues and not individual UN organizations. This joint team also takes advantage of the diversity of backgrounds, experience and talents across the UN System.

In Viet Nam, communication staff from different agencies work together in a ‘One UN Communication Team’ to improve efficiency, present a UN-wide voice, take advantage of natural synergies and help drive the development process. This One UN Communications Team is at the cutting edge of UN Delivering as One Reform helping the UN in Viet Nam speak with One compelling and coherent Voice. Working within the Team, the proposed UNV Youth Volunteer Communication Specialist position therefore has the potential to add significant value to advancing the work of all resident and non-resident Agencies in Viet Nam.

At the end of May 2015 the UN in Viet Nam moved into the long awaited Green One UN House (GOUNH), the first functionally integrated UN presence in the world. The new building is also the first green certified UN House globally. As part of the move to the GOUNH the UN Communications Team has developed a new innovative intranet with social networking functions that seeks to improve UN collaboration even further. The UN University Volunteer will play a vital role in terms of improving the communication between UN Agencies, and sharing of information as part of the UN’s Change Management Agenda and the staff led Green Campaign.

Likewise the UN in Viet Nam will shortly launch a new UN website with a much fresher interface which is designed to increase the visibility and understanding of the UN’s work in Viet Nam. Under the direct supervision of the Communications Liaison Officer and in cooperation with the Online Communications team, the UN University Volunteer supports the team to keep the UN Viet Nam intranet, UN Viet Nam website, UNV website and social media sites of the UN and UNV up-to-date while providing quality editing. S/he supports the design team with basic layout tasks. S/he assists in the development of a social media planning for the UN in Viet Nam alongside UNV Viet Nam and other agencies’ Facebook pages.

The UN University Volunteer will work closely with the above mentioned Communications Liaison Officer, and helps to post online contributions from different UN agencies’ communications officers on the UN in Viet Nam digital communications platforms.

The UN University Volunteer will gain considerable experience by working in a professional communications team that consists of 2 international professional officers, 7 national professional offices and both an international and national UN Volunteer. Former UNVs in a similar role have gone on to take professional communications assignments with International Organizations and INGOs.

11. **Type of Assignment Place:** assignment without family
12. Description of tasks:

Under the direct supervision of the Team Leader for the Online Communications, the UN University Volunteer will undertake the following tasks:

- **Internal communications:**
  - Draft and edit stories for the new UN Viet Nam intranet, using the content management system (CMS). On a regular basis s/he will support in writing and editing daily and weekly newsletters and send them out through the intranet CMS.
  - Update the existing general information pages.

- **External communications:**
  - Help generating content, develop drafts and edits (English language) articles, press releases, human interest stories and other advocacy/information materials for both web-based and traditional media, as appropriate, for UNV. UN-wide, One UN and agency specific communication wherever possible emphasizing the importance of volunteering, including writing stories about the experience of international and national United Nations Volunteers working in Viet Nam, as well as local civil society volunteers, capturing photographs and simple video footage in the field.
  - Update the existing general information pages on the UN website and UNV website.
  - Help to develop a social media planning and contribute to regular outreach on the different UN social media platforms, with a particular focus on reaching Youth.

- **Both internal and external communications**
  - Support in Editing photos, designing online and printing materials (e.g. leaflets, posters, infographics).
  - Assist in monitoring the UN in Viet Nam press coverage and analyzing the use (with online analytics tools) of the different online platforms.
  - Support the UN’s knowledge management strategy by helping to ensure all relevant publications are posted on the web and intranet, and helps to facilitate internal knowledge sharing.

Contribute to already existing and new Youth Development activities (e.g. Youth Employment Skills development Project) in collaboration with the UNV Field Unit and other partners.

Furthermore, the UN University Volunteer is encouraged to:

- Strengthen the knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking active part in UNV events.
- Be acquainted with and build on traditional and/or local forms of volunteerism in the country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on volunteering experiences and submit them to the team at UNVHQs for consideration (beyond other communications responsibilities), and input to the UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UN University 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.

13. Results/Expected Output:

- Up-to-date and engaging intranet, UN and UNV website and social media platforms;
- Clearly written articles, press releases, human interest stories and other advocacy/information materials for both web-based and traditional media delivered as required, with a focus on Youth outreach;
- Realization of various Youth Development events, such as the UNV Youth Employment Skills Development Program;
- Awareness of the importance of volunteerism in development in country of donors and international audience is raised through the established UN Viet Nam communication channels.
(website, social media, TV, radio, newspapers etc.);

- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

14. Qualifications/Requirements:

- Enrolment in a University Degree course in communications, social science or in development related fields
- Demonstrated interest in the field of development and volunteerism.
- Relevant work or volunteering experience in Youth Development;
- Demonstrated interest or work experience in communications, public relations, print, broadcast media or digital media;
- Fluency in English; and/or experience (up to 2 years) in (specific thematic/technical area required)
- Motivated to contribute towards peace and development and to serve others;
- Good interpersonal, networking and communication skills;
- Willingness to contribute and work as part of a team;
- Flexible and open to learning and new experiences;
- Respect for diversity and adaptability to other cultures, environments and living conditions;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).

15. Learning expectations:

Learning and development are a central part of the UN UNiversity 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 University 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, UN Communications Team will support knowledge and capacity development in the technical areas that are relevant to the UN University Volunteer’s assignment. UN Communications Team will provide, at its expense, UN University Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

16. Living Conditions:

Viet Nam is a middle income country which has witnessed rapid economic growth with impressive results in poverty reduction over the past twenty five years. The country has deepened its integration into global and regional institutions such as the WTO, the UN institutions and ASEAN. Its current path of development is guided by the Socio Economic Development Strategy from 2011-2020 which was endorsed at the 11th Communist Party Congress in 2011. The incumbent will live in Ha Noi which has most of the economic and social amenities at a reasonable cost. Depending on living arrangements,
housing can be expensive. Security is good. Ha Noi has a humid, tropical climate and monsoons. Summers, between May and September, are very hot with plenty of rain, while winters, from November to March, are cold and relatively dry. Living conditions in Hanoi are relatively good by developing country standards. In line with further improvements in the availability of goods and services, health facilities, and housing, the level of hardship in the duty station has recently been upgraded from C to B. Security is also reasonably good relative to other developing country large cities. Viet Nam was recently ranked as one of the more secure and stable places to live and do business by outside research groups.


The duration of your assignment is 6 months. A volunteer receives a Monthly Living Allowance (MLA) which is intended to cover housing, basic needs and utilities and is equivalent to US$1,210.67 for volunteers. This calculation is based on the PAM September 2015.

The MLA for the duty station is obtained from the base rate of US $ 932 (for international UN University Volunteer) which is reviewed once a year, and is adjusted on a monthly basis according to the movement (upwards or downwards) of the Post Adjustment Multiplier (PAM) applicable for each duty station. The PAM is established by the International Civil Service Commission (ICSC) to ensure that international UN Volunteers have comparable purchasing power at all duty stations despite varying costs of living. The applicable MLA is calculated as follows: MLA = (MLA base rate x PAM) + MLA base rate. See ICSC website http://icsc.un.org for more information on the applicable PAM rates.

In addition, UN Volunteers are provided a one-time settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable).

Description of Assignment prepared by the UN Agency
Trinh Anh Tuan
UN Communications Specialist - Liaison Officer
UN Communications Team
Date: 24 September 2015

Description of Assignment approved by UNV Field Unit:
Fiammetta Mancini
Programme Officer
UNV in Vietnam
Date: 24 September 2015

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.
Preamble:
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.

1. UNV Assignment Title: UN University Volunteer in Project Development and Implementation

2. UNV Strategic Framework:

Outcome 1: UN entities are more effective in achieving sustainable results through volunteerism / Volunteers embody key values that help improve the effectiveness of development efforts.

   Output 1.1 Improve UN Volunteer mobilization by better forecasting of partner UN entity needs, and better delivery through responsive and innovative UN Volunteer solutions.

   Output 1.2: Volunteer engagement is strengthened in four priority areas: (a) basic social services; (b) community resilience for environment and disaster risk reduction; (c) peace building and peace keeping; (d) youth

   Output 1.3 The UN Volunteer assignment/experience is improved through effective support, including training and learning

   Youth Global Programme:
   Outcome 3: Increased and diversified opportunities for youth volunteering.

3. Type of Assignment: International UN University Volunteer

4. Project Title: Support to the designs, data collection and analysis, monitoring and evaluation of assigned projects

5. Duration: 6 months


7. Expected Starting Date: July 2016
8. **Brief Project Description:** Current projects in Vietnam

9. **Host Agency/Host Institute:** International Organization for Migration (IOM) Viet Nam

10. **Organizational Context:**

    Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. 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.

    Under the overall guidance of the Chief of Mission and direct supervision of the Head of Programming, Project Development and Implementation Unit, the UN University Volunteer will provide his/her extending support to the project development and implementation with a focus on preparation and implementation of situation analysis, rapid assessments including data collection and analysis. The UN University Volunteer will work in close collaboration with the programme officers in Programe Unit, Government partners including Ministry of Public Security, Ministry of Labour and Social Affairs, National Border Guard, Women’s Union who are the key project implementers, technical advisors or specialists ensuring the success of project activity implementation.

11. **Type of Assignment Place:** assignment without family

12. **Description of tasks:**

    Under the direct supervision of the Head of Programming, Project Development and Implementation Unit, the UN University Volunteer will undertake the following tasks:

    - Assist in the development and design of new projects/programs in close coordination with the staff of the Programme Unit, government authorities, international and regional institutions, and partner organizations in public and/or private sectors.
    - Provide support in drafting project reports for donors and the Regional Office based on programme objectives, work plans, and timelines set by project agreements in close coordination with the Head of Programming, Project Development and Implementation and other programme officers.
    - Contribute towards the preparation of situation analyses, rapid assessments, and review by compiling data, analyzing and evaluation information in support of programme development.
    - Assist in the development and implementation of monitoring and evaluation tools to the assigned projects. Supports project officers in analyzing, evaluating, and reporting on data to ensure achievement of objectives and propose corrective actions when necessary to meet programme/project objectives. Contributes to the development and/or introduction of new approaches, methods and practices in project management and evaluation.
    - Travel to project sites and meet with officials, partners, and beneficiaries. Take part in operational meetings with local government officials, non-governmental organizations, and representatives of the affected communities to share information and experiences, and to ensure effective implementation.
    - Undertake any other tasks as required.

    Furthermore, the UN University Volunteer is encouraged to:

    - Strengthen the knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking active part in UNV events.
    - Be acquainted with and build on traditional and/or local forms of volunteerism in the country;
    - Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
• Contribute articles/write-ups on volunteering experiences and submit them to the team at UNVHQs for consideration (beyond other communications responsibilities), and input to the UNV publications/websites, newsletters, press releases, etc.;
• Assist with the UNV Buddy Programme for newly-arrived UN UniversityVolunteers;
• 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.

13. Results/Expected Output:
• Assistance to the development and design of new projects/programs provided timely and effectively.
• Project reports for donors and the Regional Office drafted based on programme objectives, work plans, and timelines.
• Data and information for situation analysis collected and analized.
• Set of monitoring and evaluation tools prepared to the assigned projects.
• A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

14. Qualifications/Requirements:
• Currently enrollment in a university degree programme in social science or in Communications, International Relations, Humanitarian Development, Law or in development related fields.
• Demonstrated interest and/or experience (if any) in project development area.
• Willing to work with international humanitarian organizations, non-governmental or governmental institutions/organizations in a multi-cultural setting.
• Knowledge and/or experience of project implementation and monitoring and evaluation tools is a distinct advantage.
• Demonstrated interest in the field of development and volunteerism.
• Excellent skills in interpersonal relations, networking, and communication
• Respect for diversity and adaptability to other cultures, environments and living conditions;
• Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
• Fluency in English and computer skills (i.e. Word, Excel, PowerPoint, social media, and others) are required. Knowledge of Vietnamese is an asset;

15. Learning expectations

Learning and development are a central part of the UN UNiversity 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 University 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, IOM will support knowledge and capacity development in the technical areas that are relevant to the UN University Volunteer's assignment. IOM
will provide, at its expense, UN University Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

16. Living Conditions:

Viet Nam is a middle income country which has witnessed rapid economic growth with impressive results in poverty reduction over the past twenty five years. The country has deepened its integration into global and regional institutions such as the WTO, the UN institutions and ASEAN. Its current path of development is guided by the Socio Economic Development Strategy from 2011-2020 which was endorsed at the 11th Communist Party Congress in 2011. The incumbent will live in Ha Noi which has most of the economic and social amenities at a reasonable cost. Depending on living arrangements, housing can be expensive. Security is good. Ha Noi has a humid, tropical climate and monsoons. Summers, between May and September, are very hot with plenty of rain, while winters, from November to March, are cold and relatively dry. Living conditions in Hanoi are relatively good by developing country standards. In line with further improvements in the availability of goods and services, health facilities, and housing, the level of hardship in the duty station has recently been upgraded from C to B. Security is also reasonably good relative to other developing country large cities. Viet Nam was recently ranked as one of the more secure and stable places to live and do business by outside research groups.


The duration of your assignment is 6 months. A volunteer receives a Monthly Living Allowance (VLA) which is intended to cover housing, basic needs and utilities and is equivalent to US$1,210.67 for volunteers. This calculation is based on the PAM September 2015.

The MLA for the duty station is obtained from the base rate of US $ 932 (for international UN University Volunteer) which is reviewed once a year, and is adjusted on a monthly basis according to the movement (upwards or downwards) of the Post Adjustment Multiplier (PAM) applicable for each duty station. The PAM is established by the International Civil Service Commission (ICSC) to ensure that international UN Volunteers have comparable purchasing power at all duty stations despite varying costs of living. The applicable MLA is calculated as follows: MLA = (MLA base rate x PAM) + MLA base rate. See ICSC website http://icsc.un.org for more information on the applicable PAM rates.

In addition, UN Volunteers are provided a one-time settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable).

Description of Assignment prepared by the UN Agency:
KOEHLER Jobst, Head of the Programming, Project Development and Implementation Unit
IOM Viet Nam
Date: 22 September 2015

Description of Assignment approved by UNV Field Unit:
Fiammetta Mancini, UNV in Vietnam Programme Officer
Date: 22 September 2015

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.
UNIVERSITY VOLUNTEER DESCRIPTION OF ASSIGNMENT

Preamble:
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.

1. UNV Assignment Title: UN University Volunteer in Support to SDGs rolling out

2. UNV Strategic Framework

   **Outcome 1:** UN entities are more effective in achieving sustainable results through volunteerism / Volunteers embody key values that help improve the effectiveness of development efforts.

   **Output 1.1** Improve UN Volunteer mobilization by better forecasting of partner UN entity needs, and better delivery through responsive and innovative UN Volunteer solutions.

   **Output 1.2:** Volunteer engagement is strengthened in four priority areas: (a) basic social services; (b) community resilience for environment and disaster risk reduction; (c) peace building and peace keeping; (d) youth

   **Output 1.3** The UN Volunteer assignment/experience is improved through effective support, including training and learning

3. **Youth Global Programme:**
   **Outcome 3:** Increased and diversified opportunities for youth volunteering.

4. **Type of Assignment:** International UN University Volunteer

5. **Project Title:** Supporting Viet Nam to roll out SDGs

6. **Duration:** 6 months

7. **Location, Country:** UNDP Viet Nam Office, Ha Noi, Viet Nam

8. **Expected Starting Date:** July 2016

9. **Brief Project Description:**
   The Post 2015 Development Agenda and related set of 17 Sustainable Development Goals will be formally adopted by UNGA Summit Session in Sept. 2015. Viet Nam, flowing its very active role in
formulating SGDs, is expected to adopt and rollout the implementation of SDGs at different levels and sectors. UNDP as an integral part of the UN family in VietNam plans to provide support to Viet Nam in this endeavor. The ultimate objective of UNDP support is to ensure that SDGs are localized (nationalized) and the nationalized SDGs implementation and monitoring are effectively rolled out in Viet Nam. It is expected that the UNDP support will be of a wide range: from raising awareness, advocacy for strong engagement and commitment of different stakeholders (national at different levels and sectors, as well as international partners) in SDGs nationalization and implementation, to technical assistance in prioritizing and localizing the goals/targets, defining the complex solutions as well as defining baselines and setting up system for monitoring and evaluation of the implementation.

9. Host Agency/Host Institute: UNDP Viet Nam

10. Organizational Context:

UNDP Viet Nam country office will engage all program teams (Governance, Sustainable Development, Inclusive and Equitable Growth and Policy Advisor) and the Communication team, under the leadership and coordination of the Country Director and Deputy Country Director, in supporting Viet Nam to roll out SDGs. UNDP Team will also work in close cooperation with other UN agencies, funds and programs (in Delivery as One) and national partners (government agencies/ministries, local levels, civil organizations and international development partners).

11. Type of Assignment Place: assignment without family

12. Description of tasks:

Under the overall guidance of UNDP Viet Nam CD/DCD, and direct supervision of Head of Inclusive and Equitable Growth, as part of the UNDP Viet Nam Team, the UN University Volunteer will support and contribute to the Team in delivering UNDP support on SDG rolling out in Viet Nam.

- Support development of agenda/concept notes of SDGs advocacy and awareness raising events
- Support preparing and organizing the events, including taking notes of the meetings, workshop, conferences.
- Support to maintaining a common information package to be used for all events.
- Support coordinating activities led by (i) different UNDP units and (ii) other UN agencies, including through updating the UNDP CO plan to support SDG rolling out, information sharing among UNDP units and among UN at large on relevant activities.
- Support in engaging international partners and partners from private sector in SDGs rolling out and related resources mobilization.
- Other tasks (on supporting UNDP Viet Nam work on SDGs) that may be assigned by the UNDP senior management.

Furthermore, the UN University Volunteer is encouraged to:

- Strengthen the knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking active part in UNV events.
- Be acquainted with and build on traditional and/or local forms of volunteerism in the country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on volunteering experiences and submit them to the team at UNVHQs for consideration (beyond other communications responsibilities), and input to the UNV publications/websites, newsletters, press releases, etc.;
Assistant with the UNV Buddy Programme for newly-arrived UN University 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.

13. Results/Expected Output:
- UNDP plan to support Viet Nam in rolling out SDGs successfully implemented.
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

14. Qualifications/Requirements:
- Enrolment in a University Degree course in social science or in communications, or in development related fields (tertiary)
- Demonstrated interest in the field of development and volunteerism.
- Demonstrated interest and/or experience (up to 2 years) in sustainable development topics (poverty reduction, equitable development, environment and sustainable development/climate change, communication for development results, etc
- Motivated to contribute towards peace and development and to serve others;
- Good interpersonal, networking and communication skills;
- Willingness to contribute and work as part of a team;
- Flexible and open to learning and new experiences;
- Respect for diversity and adaptability to other cultures, environments and living conditions;
- Fluency in spoken and written [Insert language requirement here] is required, and knowledge of (additional language) is an asset;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).

15. Learning expectations
Learning and development are a central part of the UN University 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 University 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, UNDP Viet Nam will support knowledge and capacity development in the technical areas that are relevant to the UN University Volunteer’s assignment. UNDP Viet Nam will provide, at its expense, UN University Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.
16. Living Conditions:

Viet Nam is a middle income country which has witnessed rapid economic growth with impressive results in poverty reduction over the past twenty five years. The country has deepened its integration into global and regional institutions such as the WTO, the UN institutions and ASEAN. Its current path of development is guided by the Socio Economic Development Strategy from 2011-2020 which was endorsed at the 11th Communist Party Congress in 2011. The incumbent will live in Ha Noi which has most of the economic and social amenities at a reasonable cost. Depending on living arrangements, housing can be expensive. Security is good. Ha Noi has a humid, tropical climate and monsoons. Summers, between May and September, are very hot with plenty of rain, while winters, from November to March, are cold and relatively dry. Living conditions in Hanoi are relatively good by developing country standards. In line with further improvements in the availability of goods and services, health facilities, and housing, the level of hardship in the duty station has recently been upgraded from C to B. Security is also reasonably good relative to other developing country large cities. Viet Nam was recently ranked as one of the more secure and stable places to live and do business by outside research groups.

17. Conditions of Service: [International CoS_2015]

The duration of your assignment is 6 months. A volunteer receives a Monthly Living Allowance (MLA) which is intended to cover housing, basic needs and utilities and is equivalent to US$1,210.67 for volunteers. This calculation is based on the PAM September 2015.

The MLA for the duty station is obtained from the base rate of US $ 932 (for international UN University Volunteer) which is reviewed once a year, and is adjusted on a monthly basis according to the movement (upwards or downwards) of the Post Adjustment Multiplier (PAM) applicable for each duty station. The PAM is established by the International Civil Service Commission (ICSC) to ensure that international UN Volunteers have comparable purchasing power at all duty stations despite varying costs of living. The applicable MLA is calculated as follows: MLA = (MLA base rate x PAM) + MLA base rate. See ICSC website http://icsc.un.org for more information on the applicable PAM rates.

In addition, UN Volunteers are provided a one-time settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable).

Description of Assignment prepared by the UN Agency:
Bakhodir Burkhanov
Deputy Country Director, UNDP
Date: 24 September 2015

Description of Assignment approved by UNV Field Unit:
Fiammetta Mancini
Programme Officer
UNV in Vietnam
Date: 24 September 2015

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.
Preamble:
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.

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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.

1. **Type of Assignment:** UN University Volunteer in Education Programme

2. **UNV Strategic Framework:**

   Outcome 1: UN entities are more effective in achieving sustainable results through volunteerism / Volunteers embody key values that help improve the effectiveness of development efforts.

   Output 1.1 Improve UN Volunteer mobilization by better forecasting of partner UN entity needs, and better delivery through responsive and innovative UN Volunteer solutions.

   Output 1.2: Volunteer engagement is strengthened in four priority areas: (a) basic social services; (b) community resilience for environment and disaster risk reduction; (c) peace building and peace keeping; (d) youth

   Output 1.3 The UN Volunteer assignment/experience is improved through effective support, including training and learning

   **Youth Global Programme:**
   Outcome 3: Increased and diversified opportunities for youth volunteering.

3. **Type of Assignment:** International UN University Volunteer

4. **Project Title:** Basic Education and Gender Equality

5. **Duration:** 6 months

6. **Location, Country:** Ha Noi, Viet Nam

7. **Expected Starting Date:** July 2016

8. **Brief Project Description:**
The Education Programme rests on two pillars: the inclusive education both at the national and subnational levels in Viet Nam and the System Strengthening based on a strong equity focus delivered through diversified strategies viz. policy advocacy, capacity development, communication for development and knowledge generation. The programme not only supports access to quality education but also teacher policy, and learning outcomes. It targets the most disadvantaged children including those from the ethnic minorities, children with disabilities, migrant children and those affected by HIV/AIDS.

9. Host Agency/Host Institute: UNICEF

10. Organizational Context:

UNICEF-Vietnam, whose mandate is to promote the children's rights, is adjusting its structure and programme of cooperation to emerging issues generated by the low middle-income country context such as early childhood care and education for the 0–3 years in the industrialized zones, the poverty-stricken population who are left behind, namely the ethnic minorities. UNICEF supports the Government of Viet Nam with increasingly upstream interventions including capacity building, policy advocacy, policy development, implementation and monitoring. It aligns its country programme within the UN One plan and the implementation of the different sector programmes is also carried out through the Joint Programme Groups (JPGs).

The Education Programme is composed of two key results components: (1) the inclusive education that addresses access and quality education for the most disadvantaged children and that includes education for the ethnic minority children, children with disabilities, early learning and adolescent education. Intensive work has been conducted at the provincial level on language which is seen as a constraint to inclusive education. The programme developed a mother-tongue based bilingual education programme that has been implemented with two cohorts of children from three different linguistic groups and its evaluation is currently in process. (2) The education system strengthening covers the generation of evidence that helps track the disparities and ensure equity in education, the data collection and management. Additionally, Disaster Risk Reduction / Climate Change that comprises the emergency preparedness and response, safe school concept and injury prevention with helmet wearing. One of the most recent innovative piece of knowledge in the sector has been the study on the out of school children (OOSC) that demonstrates the obstacles faced by the most disadvantaged children (6–15 years old) in Viet Nam namely the ethnic minority children, migrant children and children with disabilities to access to quality education. These bottlenecks and barriers were objectively analyzed and the findings help the programmes to further develop policy advocacy areas and implementation and monitoring with the government in order to remove these existing obstacles hindering children’s education in Viet Nam. In line with the UNICEF 2014-2017 Strategic Plan, the Education programme is widening the scope of its target to adolescents’ education by focusing on the transition from lower secondary schools to higher secondary education.

The Education programme has strategic collaboration with influential partners to strengthen policy advocacy for equity in education, especially the National Assembly's Ethnic Council and decentralized authorities in addition to the strong working collaboration with the central government, the national universities and research institutions. The programme engages in strong partnerships within the sector with the World Bank, UNESCO and bi-lateral donors such as the Belgium Cooperation, UNICEF national committees (Japan, Korea, Luxembourg, Denmark) for the advancement of the education of the children with disabilities and ECD / early learning with international NGOs (Save the Children, World Vision, Oxfam, Aide et Action) and in the context of joint programming in the the Delivery as One with the UN agencies (UNESCO, ILO, UNWOMEN).

11. Type of Assignment Place: assignment without family

12. Description of tasks:
- Support during meetings, workshop, conferences including reporting/ note taking, and editing
- Develop education thematic briefs in support to the programmatic work of the Education section
- Participate to task forces/ working groups and provide feedback
- Contribute to the development of human interest stories, news, information sharing in support to education programmatic work
- Participate in field visits to monitor projects in line with the section’s travel plan
- Assist in the documentation, identification of best practices, and lessons learnt on the implementation of the Education programme activities
- Support in communication/advocacy efforts: contribute to the development of innovative communication tools (infography) to inform on emerging issues affecting schools going population: sexual education with focus on early marriage, early pregnancy, stigma and discrimination in school.
- Support in training/ capacity building
- Support in partners mobilization (including with Academia at country level) viz. Viet Nam Institute of Education and Science, Ha Noi National University of Education and private universities and research institutions
- Support in external relations activities
- Support in project/programme monitoring: design baselines, indicators and document progress of the education interventions at decentralized level
- Support in mapping exercises: partnership, resources, education sector interventions
- Support during international days of Teachers Day (October) ; Girl Child (November); HIV (December)

Furthermore, the UN University Volunteer is encouraged to:
- Strengthen the knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking active part in UNV events.
- Be acquainted with and build on traditional and/or local forms of volunteerism in the country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on volunteering experiences and submit them to the team at UNVHQs for consideration (beyond other communications responsibilities), and input to the UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UN University 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.

13. Results/Expected Output:

- The quality of learning and learning outcomes of the disadvantaged children (ethnic minority children, children with disabilities, migrant children) are improved.
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

14. Qualifications/Requirements:

- Enrolment in a University Degree course in social science, Communications, or in Development related fields.
- Demonstrated interest in the field of development and volunteerism.
- Demonstrated interest and/or experience (up to 2 years) in Education with a particular focus on adolescent education and development especially in the Lower Secondary level.
- Motivated to contribute towards peace and development and to serve others;
- Good interpersonal, networking and communication skills;
- Willingness to contribute and work as part of a team;
- Flexible and open to learning and new experiences;
Respect for diversity and adaptability to other cultures, environments and living conditions;

Fluency in spoken and written **English** is required, and knowledge of **Vietnamese** is an asset;

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

Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).

15. Learning expectations

Learning and development are a central part of the UN UNiversity 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.

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- 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, UNICEF will support knowledge and capacity development in the technical areas that are relevant to the UN University Volunteer’s assignment. UNICEF will provide, at its expense, UN University Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

16. Living Conditions:

Viet Nam is a middle income country which has witnessed rapid economic growth with impressive results in poverty reduction over the past twenty five years. The country has deepened its integration into global and regional institutions such as the WTO, the UN institutions and ASEAN. Its current path of development is guided by the Socio Economic Development Strategy from 2011-2020 which was endorsed at the 11th Communist Party Congress in 2011. The incumbent will live in Ha Noi which has most of the economic and social amenities at a reasonable cost. Depending on living arrangements, housing can be expensive. Security is good. Ha Noi has a humid, tropical climate and monsoons. Summers, between May and September, are very hot with plenty of rain, while winters, from November to March, are cold and relatively dry. Living conditions in Hanoi are relatively good by developing country standards. In line with further improvements in the availability of goods and services, health facilities, and housing, the level of hardship in the duty station has recently been upgraded from C to B. Security is also reasonably good relative to other developing country large cities. Viet Nam was recently ranked as one of the more secure and stable places to live and do business by outside research groups.


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applicable MLA is calculated as follows: MLA = (MLA base rate x PAM) + MLA base rate. See ICSC website http://icsc.un.org for more information on the applicable PAM rates.

In addition, UN Volunteers are provided a one-time settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable).

**Description of Assignment prepared by the UN Agency:**
Joyce Patricia BHEEK, Chief Education, UNICEF-Viet Nam
**Date:** 19 June 2015

**Description of Assignment approved by UNV Field Unit:** Fiammetta Mancini, Programme Officer
**Date:** 19 June 2015

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