

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CHER000001--Europe and Central Asia Programme Specialist: Volunteering and SDGs

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

Country of Assignment	Switzerland
Host Institute	Economic Commission for Europe
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	01-11-2018
Duty Station	Geneva [CHE]
Assignment Place	Family Duty Station
Assignment Place Remark	

While Geneva is classified as a family duty station, this UNV assignment is non-family.

UN Volunteer assignments in H-Duty Station locations are without family.

UN Volunteers serving in H-Duty Stations with rental markets where rent for unfurnished apartments exceeds 33% of the Volunteer Living Allowance in securing 'safe and adequate accommodation within reasonable commuting distance to the place of service' will

Living Conditions

The UN Volunteer will be based in Geneva, Switzerland. Currently, there are no direct threats to UN personnel or assets within the country. It is the incumbent's responsibility to comply with immigration, customs and health requirements while entering/exiting

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We are inspiration in action

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

be eligible for an Accommodation Supplement of up to 30% increase in their Volunteer Living Allowance towards rent payments, which is intended to assist with the added costs of living in some H-Duty Station locations.

transportation, restaurants and nightlife.

the country. The incumbent is responsible for finding and securing their own accommodation. Geneva is a cosmopolitan metropolis with modern amenities, cultural attractions, public

Assignment Details

Assignment Title Europe and Central Asia Programme Specialist: Volunteering and SDGs

Organizational Context & Project Description

The UNV position is hosted by the United Nations Economic Commission for Europe (UNECE), one of five regional commissions of the United Nations. UNECE's major aim is to promote economic integration and sustainable development. UNECE includes 56 member States in Europe, North America and Asia. However, all interested United Nations Member States may participate in the work of UNECE. Numerous international professional organizations and other non-governmental organizations take part in UNECE activities. As a multilateral platform, UNECE facilitates greater economic integration and cooperation among its member countries and promotes sustainable development and economic prosperity in particular through:

- policy dialogue;
- negotiation of international legal instruments;
- development of regulations and norms;
- exchange and application of best practices as well as economic and technical expertise;
- technical cooperation for countries with economies in transition.

In close cooperation with the regional UN system, UNECE convenes the Regional Forum on Sustainable Development for the UNECE Region, which follows up on and reviews the implementation of the 2030 Agenda and its Sustainable Development Goals (SDGs) in the region. The Regional Forum is aligned with the global High-level Political Forum (HLPF) and focuses on practical value-added and peer learning. It creates a regional space to share policy solutions, best practices and challenges in SDG implementation and helps identify major regional and subregional trends. As an intergovernmental mechanism, the Regional Forum is open to the participation of all relevant stakeholders, including international and regional organizations, civil society, academia and the private sector. The Regional Forum is preceded by a regional civil society consultation to prepare and coordinate civil society inputs into the various

segments of the Regional Forum.

The regional consultation on “Integrating Volunteering in Peace and Development – The Plan of Action (2016-2030)”, led by UN Volunteers (UNV), will be integrated with and held back-to-back with the next Regional Forum on Sustainable Development for the UNECE Region (Geneva, 21-22 March 2019). The assignment will strengthen linkages between the two processes, with a focus on highlighting the role of volunteerism in achieving the SDGs in the region and reaching out to and involving civil society, volunteers, youth groups, marginalized groups and other relevant stakeholders in the run-up to and during the meetings.

Preceding the 25th anniversary of the 1995 World Conference on Women in Beijing, UNECE, in cooperation with UN Women, will also organize the Beijing+25 Regional Review Meeting in 2019 to review the implementation of the Beijing Platform for Action and progress in gender equality and the empowerment of women and girls in the region, including under the SDGs. The assignment will also strengthen linkages between volunteerism, engagement of women’s groups and the achievement of gender equality.

Sustainable Development Goals	17. Partnerships For the Goals	UNV Focus Area	Task description
National capacity development via volunteer schemes			Within the delegated authority and under the supervision of the Chief of the Sustainable Development and Gender Unit (SDGU) or his/her designated mandated representative(s), the UN Volunteer will:

- Provide substantive and organizational support to the preparations of the regional consultation on volunteerism.
- Facilitate the main messages of the regional consultation on volunteerism feeding into the Regional Forum, including through a possible side event.
- Provide substantive and organizational support to the preparations of the 2019 Regional Forum on Sustainable Development for the UNECE Region, including on the role of volunteerism and civil society engagement in SDG achievement.
- Contribute to the organization of a preparatory civil society consultation to the Regional Forum and liaise with relevant non-governmental stakeholders in the run-up to and during the regional consultation on volunteerism and the Regional Forum to foster their engagement.
- Promote volunteerism within UNECE substantive divisions, sub-regional offices of UN entities and other regional institutions through dedicated interventions at intergovernmental meetings, workshops and other events.
- Contribute to the organization of the Beijing+25 Regional Review Meeting in 2019 and liaise with and involve women’s groups in the preparations.

- Perform any other related tasks as may be required or assigned by the supervisor.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

- Support to the substantive preparations and running, as appropriate, of the regional meetings related to the follow-up and review of the 2030 Agenda (i.e. Regional Forum on Sustainable Development for the UNECE region) and the regional contributions to the global review at the HLPF.
- Support the development of research and knowledge products supporting regional follow-up and review of the 2030 Agenda.
- Drafting and presentation for these meetings of the National Situation Analyses on volunteerism and the 2030 Agenda.
- Role of volunteerism is stressed during the Regional Forum.
- Civil society organizations are engaged throughout the Regional Forum and its associated meetings.
- Women's groups are involved in the Beijing+25 Regional Review Meeting.
- Final synthesis report on major results of regional consultation on volunteerism, volunteerism in regional SDG implementation, follow-up and review, and civil society engagement throughout the meetings serviced.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level Master degree or equivalent

Education - Additional Comments

Master degree or equivalent in sustainable development, economics, environment or a related field.

Required experience 36 months

Experience Remark

- 3 years of relevant work experience, preferably in sustainable development or related field; work experience with the UN is an asset; work experience in a country from the UNECE region is an asset.
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with social media and website management; and office technology equipment.

Language Skills

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

Area of Expertise

- Resource mobilization, partnership and donor coordination Mandatory

Area of Expertise Requirement

Need Driving Licence No

Conditions of Service and other information

Condition of Service [Click here to view Conditions of Service](#)

Conditions of Service for International Specialist:

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,602. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

** Not yet registered in the UNV Talent Pool?*

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

** Already registered in the UNV Talent Pool?*

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

Application deadline: 14 August 2018

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.