

## 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. **Assignment title:** **UNV Partnership/Mobilisation support**
2. **Host entity:** UNDP Sao Tome and Principe
3. **Volunteer category:** **National UN Volunteer**
4. **Duty station, country:** **Sao Tome**
5. **Number of UN Volunteers:** **1**
6. **Duration (in months):** **Until 31 December 2022**
7. **Possibility of extension\*:** **Yes**

\*Dependent on the continuation of mandate, availability of funding, operational necessity and satisfactory performance; there is no guarantee of assignment extension.

8. **Assignment family status:** **Family assignment**
9. **Expected starting date:** **Immediate**

### 10. Organizational context and brief project description

The United Nations Volunteers (UNV) programme contributes to peace and development through volunteerism worldwide. We work with UN partners to integrate qualified, highly motivated and well supported UN Volunteers into their programmes and promote the value and global recognition of volunteerism.

UNV is active in around 160 countries every year. With a Field Presence in over 60 countries, UNV is represented worldwide. UNV is administered by the United Nations Development Programme (UNDP) and reports to the UNDP Executive Board.

Since the launching of the UNV programme in Sao Tome and Principe, many UNV volunteers have served in the programme and they have mainly served in government and in other UN agencies in the country. Currently 7 UNV volunteers are serving in Sao Tome and Principe with 3 UN Agencies.

## **11. Sustainable Development Goals: 17. Partnerships for the Goals**

## **12. Supervision, induction and duty of care of UN Volunteers**

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organization and office-related context, including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor, including a clear work plan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment, including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

## **13. Description of tasks:**

Under the direct supervision of the Regional Portfolio Specialist based in Dakar, the regular guidance of the UNV Country Coordinator in Senegal and the and NV Focal Point/UNDP HR Associate, the UN Volunteer will be responsible for:

Support UNV's partnership initiatives in Sao Tome and Principe

- Position the UNV Programme as a common UN Service provider. To this effect, map and maintain business intelligence of UN Agencies projects through the review of the UNSDCF, Country Programme Documents (CPDs), joint UN / cross border programmes under the Peacebuilding Fund, etc.
- Identify specific entry points for UNV with the key objective to support the identification of volunteer placement opportunities, increase international and national UN Volunteers presence, including through collaboration with partner agencies in the preparation of descriptions of assignment (DOAs),;
- Liaise on a regular basis with UN agencies to ensure an understanding of UNV's mandate, key offers and the added value that UN Volunteer assignments bring in support to the achievement of their respective mandates;

## Support volunteering outreach and promotion initiatives

- In close coordination with the Regional Office and the Communications Section at the Regional Office, prepare, disseminate and present country-specific promotional information on the mandate and work of UNV in Sao Tome and Principe with relevant development partners and the media;
- In close coordination with VSC at UNV HQ (Talent Acquisition), organize outreach initiatives to scale up UNV's talent pool in The Sao Tome and. Focus is on gender and people living with disabilities.
- Coordinate activities and plan events, in collaboration with other agencies, for annual, national and UN-recognized international celebrations, including the International Volunteer Day (IVD);
- Coordinate activities aimed at improving the volunteer experience of serving UN Volunteers in the country (buddy system, CDLF, volunteer outreach initiatives etc).

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take an 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 self-reports on UN Volunteer actions, results and opportunities.
- 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.

## 14. Results/expected outputs:

- Efficient, timely, responsive, client-friendly and high-quality support rendered to UN entities in Sao Tome and Principe
- Increased awareness of UNV's offer within the UN Family in Sao Tome and Principe which translates into increased volunteer mobilisation
- A stronger positioning of UNV into UN's entities projects and programme which translates into increased volunteer mobilization and diversification of such partners.
- A stronger UNV talent pool with more Sao Tome and Principen candidates accessing national and international volunteer opportunities, especially women and people with disabilities
- Timely Outreach service to mobilize more National UNV candidates
- Overall improved volunteer experience in Sao Tome and Principe.

- 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

## 15. Qualifications/requirements:

Required Education Level: **Bachelor's degree**

Bachelor's degree in international relations, communications and business management or related areas.

Required Experience: **Minimum of 2 years** of relevant work experience in partnership and communication or related field;

- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Must possess strong interpersonal skills
- Must be able to communicate clearly, both written and orally, as to communicate with partners, UN volunteers and in group presentations and meetings
- Must be able to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information
- Must be able to prioritize and plan work activities as to use time efficiently

### b) Competencies and values

- Professionalism: demonstrated understanding of operations relevant to UNDP technical capabilities or knowledge applicable or transferrable to UNDP procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept broad responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
- Integrity: demonstrate the values and ethical standards of the UN and UNDP in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization's interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority;
- Teamwork and respect for diversity: the ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;

- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
  - Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;
  - Communication: proven interpersonal skills; good spoken and written communication skills, including the ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;
  - Flexibility: adaptability and ability to live and work in potentially hazardous and remote conditions, involving physical hardship and little comfort; to operate independently in austere environments for protracted periods; willingness to travel within the area of operations and to transfer to other duty stations within the area of operations as necessary;
  - Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards UNDP's mission and vision, as well as to the UN Core Values.
- c) Language skills  
Fluency in spoken and written English is required;

## 16. Living Conditions:

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the malicious insurance plan.

## 17. Conditions of Service for national UN Volunteers

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

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the [ICSC](#), a Well-Being Differential (WBD) will be provided monthly.

## Description of Assignment prepared by the Project Manager/UN Entity:



**Description of Assignment approved by UNV Country Office/Regional Office/Support Office:**

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

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*We are inspiration in action*