



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:** Gender Coordinator
- 2. Strategic Reference:** UNV Strategic Framework 2014-2017, Outcome 1, Output 1.2: 'Volunteerism is integrated within UN entities' programming through the implementation of UNV-UN partner joint programmes/projects in four priority areas: (a) youth; (b) peace building; (c) basic social services; (d) community resilience for environment and disaster risk reduction'
- 3. Type of Assignment:** National UN Youth Volunteer
- 4. Project Title:** UNV Support to UN Women – Gender Study Centre in Soran University in Erbil district

This position is part of the UNV Capacity Development and Support to the Kurdistan Regional Government (KRG) through volunteering.
- 5. Duration:** 1 year
- 6. Location, Country:** Soran, Erbil, Kurdistan Region, Iraq
- 7. Expected Starting Date:** Immediate

8. Brief Project Description:

The Kurdistan Regional Government (KRG), as part of its 2020 vision, has made a commitment to enhancing the contribution of women in politics, economics and in the social arena. In implementing such commitments, government institutions can play a vital role through leading by example, e.g. by ensuring gender-sensitive recruitment policies; ensuring gender balance in the workplace; implementing gender-responsive budgeting across government; and ending discrimination based on gender in public institutions, as well as taking clear steps to end harassment and violence in the workplace. Such changes in policy require not only commitment from government but also knowledge and the dissemination of knowledge and skills throughout government.

During the implementation of the Local Area Development Programme (LADP) in Iraq, UNDP has started to introduce gender mainstreaming through the planning and budgeting processes at the governorate level. The success of this process led to a request from the High Council of Women's

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Affairs in Kurdistan to help roll out the process across the Kurdistan region. In order to ensure a more cost-effective and sustainable intervention, UNDP proposed the establishment of a centre of excellence at the regional level to help the KRG implement its commitments to gender equality and women's empowerment.

In response, the High Council of Women Affairs in Kurdistan as well as the Ministry of Higher Education and the Ministry of Planning, in partnership with UN Women, UNDP and UNESCO, propose to set up a centre of gender excellence at one of the institutions of higher learning within the KRG in order to promote a better understanding of gender equality throughout the public and private sector and civil society; to provide a training centre for public and private officials and to provide policy advice to ministers and government officials. Following discussions with the Ministry of Higher Education and a visit to the institutions concerned, the University of Soran agreed to host the new centre of gender studies.

This project is part of "Youth Opportunities: UNV Capacity Development and Support to the KRG through Volunteering" which was endorsed by the Ministry of Planning of the Kurdistan Region. The objectives of the project are the following: (a) to develop the capacity of selected Kurdish youth through participatory approaches and in this manner provide an opportunity for Kurdish youth to become champions for the work of the United Nations in their communities, and get actively involved in the realization of Kurdish regional development goals; (b) to reinforce KRG project implementation capacity, specifically through the injection of a robust local knowledge base. This will be achieved through the addition of Kurdish National UN Youth Volunteers to existing UN projects in selected fields of programme management, as well as thematic areas prioritized by the Kurdistan Regional Government (KRG). The project encompasses a strong learning component throughout the assignment cycle of the National UN Youth Volunteers.

9. Host Agency/Host Institute: UN Women Iraq, www.unwomen.org

10. Organizational Context:

In July 2010, the United Nations General Assembly created UN Women, the United Nations Entity for Gender Equality and the Empowerment of Women. In doing so, UN Member States took a historic step in accelerating the Organization's goals on gender equality and the empowerment of women. The creation of UN Women came about as part of the UN reform agenda, bringing together resources and mandates for greater impact. It merges and builds on the important work of four previously distinct parts of the UN system, which focused exclusively on gender equality and women's empowerment.

The main roles of UN Women are to support inter-governmental bodies, such as the Commission on the Status of Women, in their formulation of policies, global standards and norms; to help Member States to implement these standards, standing ready to provide suitable technical and financial support to those countries that request it, and to forge effective partnerships with civil society; to lead and coordinate the UN system's work on gender equality as well as promote accountability, including through regular monitoring of system-wide progress.

11. Type of Assignment Place: Non-family assignment

12. Description of Tasks:

Under the general guidance of the National Programme Officer and Head of Erbil Sub-Office and under the direct supervision of the Soran University Gender Training Centre Director/Professor, the Gender Training Coordinator will perform the functions stated in the Description of Assignment (DOA).

Under the overall guidance of the UNV Programme Officer and the UN Women Project Manager/Head of Erbil sub-Office, the UN Volunteer will undertake the following tasks:

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- Assist UN Women Project Manager to follow up on the fully establishment and running of the Gender Study Centre-GSC;
- Identify the challenges and constraints towards the fully functioning of the GSC;
- Monitor the project implementation closely and follow up the provision of the trainings and researches carried out;
- Coordinate with Soran University and the GSC staff to make sure the project is in accordance to the work plan;
- Ensure that developed activities are within the project goals and objectives;
- Ensure the promotion and mainstreaming of gender during all the activities;
- Prepare regularly written reports on the implementation of activities and the situation in the site;
- Maintain good working relations with the project staff, management, local government officials, community leaders and the community in general;
- Report immediately on any issue or problem that may occur affecting the project;
- Plan, coordinate and monitor needs to determine how best to implement the project activities, and suggest appropriate interventions and assistance;
- Collect information and data on key issues in the area which might need intervention from the GSC that might fall under its mandate;
- Prepare regular and ad-hoc reports on all issues arising during the project implementation;
- Organize and implement scheduled monitoring visits to all project activities to assess achievements and potential stumbling blocks in reaching the programme targets;
- Meet with the project beneficiaries and partners whenever necessary and share their feedback with the UN Women Project Manager;
- Act as a liaison between UN Women and Soran University Gender Training Centre, and assist in mobilizing institutions and other stakeholders in relation to the training activities;
- Provide inputs to bi-annual reports to UN Women, HCWA and Soran University on the work of project;
- Assist in monitoring and evaluation of project activities;
- Perform other duties as required.

Furthermore, the UN Youth 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;
- 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 input to UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UN Youth Volunteers;
- Promote or advise local groups and organizations in the use of online volunteering, or encourage local groups in the use of online volunteering.

13. Results/Expected Output:

- Project activities (training and researches) are carried out;
- Feedback from the beneficiaries is documented;
- Logistical support for the implementation of trainings and activities is provided;
- Liaison with local authorities and governmental department established;
- Mobilization of the available capacity in the centre supporting the activities;
- Regular and ad-hoc reports after conducting the planned initiatives;
- Mobilize necessary tools and resources for the implementation of training plans;
- Assist in facilitation of meetings, workshops and awareness-raising activities with programme beneficiaries and partner institutions;
- Assist the supervisor with the preparation of progress, quarterly and final project reports for submission to donors through the ICO Management;

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- Monitoring and evaluation of project activities;
- UN Youth Volunteer contributions documented;
- UN Youth Volunteer assignments are monitored, including through a personal learning plan;
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on activities participated in and capacities developed.

14. Qualifications/Requirements:

The incumbent must be a dynamic, multi-functional person, who supports UN Women Iraq with professionalism, dedication and client orientation. The following qualifications are required:

- University degree in Social Sciences, Management or related field;
- Job experience: At least one year of experience of community-based projects;
- Excellent knowledge of Kurdish, and basic working knowledge of English is required;
- Familiar with gender mainstreaming approach;
- Computer literate; proficiency in MS Office applications (Word, Excel, Powerpoint, etc.);
- Ability to engage and form effective working relationships with counterparts and beneficiaries;
- Good writing and analytical skills;
- Previous experience in voluntary service desired;
- Experience in working with volunteers or civil society organizations an asset, as well as experience of another culture (i.e. studies, volunteer work, internship);
- 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;
- Motivated to contribute towards peace and development and to serve others;
- Have affinity with or interest in humanitarian relief, post-conflict situations, volunteerism as a mechanism for durable development, and the UN system.

Note:

- UN Youth Volunteers must be between 22 and 29 years for the whole duration of their assignment;
- This position will be subject to approval by the Erbil Governor/Deputy Governor (counterpart/head of steering committee) and Minister of Planning (funder of the project);
- United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals and is committed to achieving diversity in terms of gender and culture.

15. Learning Expectations:

Learning and development are a central part of the UN Youth Volunteer's assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer's skills and competences, improve the quality of the assignment and keep the volunteer's motivation high.

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

- Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching;
- Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management;
- Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

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Beyond the learning opportunities provided by UNV, host agencies are expected to support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. Host agencies are also expected to provide, at their expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to the host agency's personnel.

16. Living Conditions:

As this is a national UNV assignment, the incumbent will be responsible for arranging his/her own housing and other living essentials. This position is based in Soran, Erbil. UN Youth Volunteers are expected to be culturally sensitive and adjust to the prevailing culture and traditions.

17. Conditions of Service:

A 12-month contract. Monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 784 per month (VLA rates are periodically reviewed). Life, health, and permanent disability insurance; resettlement allowance for satisfactory service. In addition to specialized trainings for all the UN Youth Volunteers in this programme, the incumbent will have access to US\$ 1,500 per year to undertake additional trainings.

Description of Assignment prepared by the Project Manager/UN Agency:

Pakhshan Kakawais, Project Manager/Head of Erbil Sub-Office, UN Women, Erbil, Iraq, 29 April 2015

Description of Assignment approved by UNV Country Office:

Paul Wilson, UNV Programme Officer, UNV Field Unit, UNDP, Erbil, Iraq, 29 April 2015