



UN YOUTH 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:** Project Assistant for Local Area Development Programme (LADP)/UNDP

2. **UNV 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 Capacity Development and Support to the Kurdistan Regional Government (KRG) through volunteering – Promote Civic Social and Economic Participation of Disadvantaged Youth in Kurdistan

5. **Duration:** One year

6. **Location, Country:** Dohuk, Iraq

7. **Expected Starting Date:** Immediate

8. **Closing date :** **2 November 2015**

9. **Brief Project Description:**

The project "Youth Opportunities: UNV Capacity Development and Support to the Kurdistan Regional Government through Volunteering" 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.



The Local Area Development Programme II (LADP II) is a three-year initiative being implemented by UNDP and funded by EU. The overall objective of the project is to strengthening good governance in Iraq by improving delivery of public services, through improved planning and implementation processes at governorate level. The resulting output will be improved capacity for planning and implementation at governorate level, resulting in higher budget execution and service delivery, leading towards better sector wide planning, moreover; improved communication and coordination between central and governorate levels, and increased participation of communities in local development.

10. Host Agency: United Nation Development program/ Iraq
<http://iq.undp.org>

11. Organizational Context:

With the support of Kurdistan's Ministry of Planning, United Nations Development Programme (UNDP) in Iraq opens opportunities for youth to champion the United Nations in their communities, and become actively involved in the realization of the KR-I's development agenda and Vision 2020.

The United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide. UNV contributes to peace and development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of volunteers, including experienced UN Volunteers, throughout the world. UNV embraces volunteerism as universal and inclusive, and recognizes volunteerism in its diversity as well as the values that sustain it: free will, commitment, engagement and solidarity.

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP is on the ground in 177 countries and territories, supporting their own solutions to development challenges and developing national and local capacities that will help them achieve human development and the Millennium Development Goals. UNDP helps countries attract and use aid effectively. In all its activities, UNDP promotes the protection of human rights and the empowerment of women. While LADP is one of the main programs for UNDP in Iraq according to the Memorandum of Agreement signed with ministry of planning in both federal Government and regional government.

The UN Youth Volunteer will work with youth program which works to opening up opportunities for young people incorporate youth issues into national development and poverty reduction strategies; expanding access to gender-sensitive sexual and reproductive health education that encourages the development of life skills; promoting a core package of health services and commodities for young people; and encouraging youth leadership and participation.

12. Type of Assignment: UN Youth Volunteer assignments are always non-family

13. Description of tasks:

Under the direct supervision of Dohuk Provincial Coordinator/Local Area Development Program (LADP) and with the overall guidance of the LADP Programme Manager in Erbil, the UN Youth Volunteer will undertake the following tasks:

- Organize workshops on the use of technical standards, project planning, community development, monitoring techniques, etc.;
- Work closely with the LADP team to help ensure that trainings/workshops proceed smoothly;
- Maintain project files and provide logistic support to UNDP Dohuk Field Office, if required;

United Nations Volunteers



- Prepare summaries of program activities and assist in tracking progress in work plan implementation, and help to ensure that activities are delivered according to schedule;
- Support Dohuk area office through monitoring the livelihood, construction and infrastructure projects in Dohuk.
- Maintain good working relations with local government officials, community leaders and the
- Participate in the meetings with Government staff and existing humanitarian coordination groups under instructions from Provincial Coordinator in areas as health care, education, economic development and reconstruction, general civil affairs and public utilities;
- Perform other related duties as may be 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;
- 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 UNVHQ 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 Youth 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.

14. Results/Expected Output:

- Activities of the project delivered and reported according to the schedule;
- UN Youth Volunteer contributions documented;
- UN Youth Volunteer assignments, including personal learning are monitored, including through a personal learning plan;
- 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.

15. Qualifications/Requirements:

- Academic degree, preferably in Administration, International Relations, Engineering or any other relevant discipline; advanced university degree preferred;
- Demonstrated interest and up to two years of experience is an asset.
- Previous experience in voluntary service is an asset;
- Experience in working with volunteers or civil society organizations is an asset, as well as experience of another culture (i.e. studies, volunteer work, internship);
- Experienced user of MS Office applications;
- Fluency in spoken and written Kurdish and English is required, and knowledge of Arabic is an asset
- 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.

16. Learning expectations:

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

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

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

Beyond the learning opportunities provided by UNV, 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.

17. 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 Erbil. UN Youth Volunteers are expected to be culturally sensitive and adjust to the prevailing culture and traditions.

18. Conditions of Service:

A 12-month contract. Monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 1,031 (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\$ 500 per year to undertake additional trainings.

Description of Assignment prepared by the LADP Provincial Coordinator:

Rawshan Hassan, Dohuk Provincial Coordinator, LADP/UNDP
08/10/2015

Description of Assignment approved by UNV Field Unit:

Paul Wilson, UNV Programme Officer
08/10/2015