



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: Training Officer

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

5. Duration: One year

6. Location, Country: Erbil, Iraq

7. Application closing date : 12 November 2015

8. Expected Starting Date: Immediate

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.



UNAMI Training Section is responsible for the coordination of, development, delivery and evaluation of learning and development programmes for all UNAMI staff in Iraq including KR-I.

10. Host Agency: United Nations Assistance Mission for Iraq (UNAMI)

11. Organizational Context:

The United Nations Iraq (UN Iraq) works at the request of the government of Iraq to support national development efforts on political, electoral, and humanitarian levels. The UN advises and supports the government of Iraq and its people and works on capacity building to strengthen people and institutions during the democratic transition.

The UN Iraq is composed of the United Nations Assistance Mission for Iraq (UNAMI) and the United Nations Country Team (UNCT), which regroups the 20 UN agencies currently operating in Iraq.

The United Nations has been operating in Iraq since 1955 through a variety of programmes. Specialized agencies established their offices in Iraq in the early 1990s, and others UN entities, like UNAMI, after 2003.

Since 2007, the UN has progressively increased its presence in Iraq and plans to continue expanding operations throughout the country. The UN continues to be present in Iraq to respond to the needs of the Iraqi people, and support their efforts to achieve a peaceful and prosperous future.

Currently, there are approximately 170 international staff and more than 420 national staff working for the UN in Iraq distributed in all 18 Governorates.

The UN implements its different programmes and projects through a strong cooperation and partnership with the Government of Iraq, civil society organizations and a number of partners and counterparts, including Iraqi and international non-governmental organizations.

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 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:

Language Training (20-25%):



- Design learning material for language classes in Kurdish and be in charge of language class registration
- Deliver Conversational Kurdish language beginner's classes once a week (1.5 hours) under supervision of colleagues
- Collaborate with the training team for Arabic Beginner's classes in Erbil (1.5 hours/week)
- Prepare feedback questionnaires, reports and statistics on language learning initiatives in Erbil

IT/ICDL Training (25-30%):

- In collaboration with the Training Team members, facilitate ICDL (International Computer Driving License) modules for UN staff after having passed the training of trainer requirements
- Prepare broadcasts and inform UN Staff on IT skills learning initiatives
- Take registrations for ICDL training and prepare related feedback questionnaires, reports and statistics

Training Coordination and Training Administration Assistance (45-50%):

- Collaborate with Training Section colleagues on promoting a culture of learning and staff development
- Take charge of keeping the bulletin board updated and broadcasting the monthly training calendar
- Receive registrations for training room bookings; maintain the monthly Training Room Booking Calendar
- Collaborate with the staff of the Learning Centre on the maintenance of all learning spaces in the Learning Center
 - a) Contribute to the preparation of weekly, monthly and annual training reports
 - b) Provide requested information to walk-in clients and coordination for ongoing programs such as SSAFE training and induction
 - c) Prepare learning materials for a broad range of the Section's learning initiative
- Serve as tandem for UMOJA (SAP system used for HR, travel and financial transactions for UNAMI staff) training coordination and for the Admin Assistant

Draft routine correspondence, prepare certificates and perform other training-related duties as required

Furthermore, the UN Youth Volu006Eteer 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:

- The skill and knowledge gaps of UNAMI personnel are bridged resulting in improved performance for support of mission mandate.
- Training and career development programmes are developed and implemented in accordance with the mission-training plan.



- Help raise the language and IT literacy level of the mission staff to a higher standard.
- 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:

a) Qualifications, skills, experience:

- Education: B.A. in Social Sciences, preferably related to education or relevant academic qualification in Training and Development, Human Resources as well as Capacity Building.
- Experience: Experience in providing career support, conducting Training Needs Assessment, preparation of training manuals, conducting Training of Trainers programmes and delivering training to adults is an asset.
- Knowledge of Database Management and software for development of online training.
- Languages: Fluency in spoken and written English and Kurdish is required. Knowledge of Arabic is an asset.
- Previous experience in voluntary service is an asset;

b) Competencies and values:

- 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 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 ability to draft clear and concise reports;
- Ability to communicate and empathize with staff (including national staff), counterparts and local interlocutors coming from very diverse backgrounds
- Teamwork and Respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural environment with sensitivity and respect for diversity and gender;
- Professionalism: Shows pride in his/her work and in achievements, able to demonstrate professional competence and mastery of subject matter, efficient in meeting commitments, observing deadlines and achieving results.
- Creativity: Ability to actively seeks to improve programmes or services by offering new and different options to solve problems or meet client needs, promotes and persuades others to consider new ideas, takes calculated risks on new and unusual ideas; thinks outside the box, takes and interest in new ideas and new ways of doing things.

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 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 UNV Field Unit/UN Agency:

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

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