



## 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:** Assistant to the Secretariat of the Ministry of Planning

### 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 – UNV Capacity development and support to the Kurdistan Regional Government through volunteering

**5. Duration: One year – Deadline for applications is 27-May-2015, applications to be submitted through UNDP website:**

[http://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=56689](http://jobs.undp.org/cj_view_job.cfm?cur_job_id=56689)

**6. Location, Country:** Erbil, Kurdistan Region of Iraq (KR-I)

**7. Expected Starting Date:** Immediate

### 8. 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

### United Nations Volunteers

PO Box 260 111 53153 Bonn Germany Telephone +49.228.815-2000 Fax +49.228.815-2001

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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. 2

**9. Host Agency:** United Nations Development Programme (UNDP) Iraq (based at Ministry of Planning); see <http://www.iq.undp.org/>

## 10. 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 project has two complementary objectives:

- 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 UN in their communities, and get actively involved in the realization of Kurdish regional development goals;
- To reinforce KRG project implementation capacity, specifically through the injection of a robust local knowledge basis.

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

## 12. Description of tasks:

Under the direct supervision of the National Coordinator of at the Ministry of Planning, and with the overall guidance of the "Youth Opportunities" Programme Manager in Erbil, the UN Youth Volunteer will undertake the following tasks:

- Support the Ministry to operationalize the mandate of the KR Vision 2020 in a strategic manner; this will involve increasing the understanding on volunteerism in all planning cycles, policy development, legislative and budgeting processes of the KRG, according to KRG priorities;
- Support the regular and systematic coordination, consultation and M&E of the UN projects hosting KRG volunteers;
- Draft and provide weekly reports on the advancement of the UNV capacity development and support to the KRG through volunteerism, to the Ministry of Planning;
- Liaise with the implementing partners at the UN, and with the national volunteers under KRG Scheme;
- Assist the secretariat of the Ministry of Planning in the organisation of meetings, in developing communication strategy and in reporting activities implemented under the Kurdistan Vision 2020 Joint Programme;
- Assist the KRG Scheme volunteers in the design and implementation of community-based projects;
- Assist the Learning Expert in developing a training needs assessment and a training plan for the volunteers and the volunteers' supervisors;
- Perform any other tasks requested by the supervisor, in relation with the mission.

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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;

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- 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 UNV HQ 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.

### 13. Results/Expected Output:

- Timely, responsive, accurate and high quality services rendered to UNDP and the Ministry of Planning, including:
  - Weekly report to the Ministry of Planning secretariat;
  - Secretariat of Ministry of Planning supported in the area of implementation;
- Capacities of the UN Volunteer in the field of assignment increased; UNV activities supported and advocacy for volunteerism encouraged in the duty station; UN Youth Volunteers' contributions are documented; UN Youth Volunteer assignments, including personal learning are monitored, including through a personal learning plan;
- A final statement of achievements towards volunteerism during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

### 14. Qualifications/Requirements:

- Academic degree in law, political science, international relations, social sciences or any other discipline related to development and/or human rights;
- One to two years of progressively responsible work experience in the field of development and/or programme management and/or administrative assistance;
- Ability to engage and form effective working relationships with counterparts and beneficiaries;
- Good writing and analytical skills;
- Previous experience in voluntary service;
- Experience in working with volunteers or civil society organizations 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.

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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.

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### 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.

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 Erbil, with possible travel required to other areas, including Dohuk. 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 UNV Field Unit/UN Agency:

Zina Habib, UNDP Iraq, 23/11/2014

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

Germán Robles Osuna, Social Cohesion/Community Mobilization Advisor, UNDP Iraq, 25/12/2014

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