

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

KGZR000045--Partnerships, Communications and Innovation Assistant

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.

General Information

Country of Assignment	Kyrgyzstan
Host Institute	United Nations Development Programme
Volunteer Category	International University
Number of Volunteer	1
Duration	6 months
Expected Starting Date	10-08-2020
Duty Station	Bishkek [KGZ]
Assignment Place	Family Duty Station

Assignment Place Remark

UN University Volunteer Assignments are always without family.

Living Conditions

Bishkek is the capital and the largest city of Kyrgyzstan. Kyrgyzstan is in Central Asia, west of China. The climate is dry continental to polar in the high Tien Shan Mountains, subtropical in the southwest (Fergana Valley) and temperate in the northern foothill zone. The official languages are Kyrgyz and Russian. Kyrgyz is dominant in state circles and is more widely used in the south and in rural areas. Russian is preferred by most business partners. The Cyrillic alphabet is commonly used for public notices, including road signs and street names. English is used in business circles and in the government. Hotels and restaurants frequented by foreigners usually have some English-speakers. Interpreters are readily available. The main religions are Islam and Christianity. The security risk in Kyrgyzstan is low. The currency of Kyrgyzstan is the Som (KGS). Kyrgyz hospitals have not globally highest standards but the medical service is cheap and serviceable.

Assignment Details

Assignment Title

Partnerships, Communications and Innovation Assistant

Organizational Context & Project Description

UNDP is a key provider of quality technical and other support to the Government of Kyrgyzstan and is an active member of the UN Country Team and development coordination bodies. This position will be based in the UNDP Country Office and will support the head of projects to accelerate innovation and future-looking development solutions in Kyrgyzstan.

The UNDP Strategic Plan 2018-2021 embraces the complexity of development and commits the organization to helping countries find faster, more durable solutions to achieve Agenda 2030. Important development trends like urbanization, climate change, and inequality pose significant challenges on our path to achieve the 2030 agenda of achieving the Sustainable Development Goals (SDGs).

UNDP has begun incubating a number of strategic initiatives aimed at ensuring UNDP is 'fit for purpose' to deliver a new generation of solutions in line with the challenges the world faces. Increasingly interrelated development challenges requires going beyond business as usual and single point, linear and silver bullet responses in development. Instead, it calls for an interdisciplinary approaches and non-linear solutions that crowd in the collective efforts of variety of partners and tap into local insights and the knowledge of people closest to the problem and the solutions. UNDP is therefore increasingly investing in supporting innovation, digitalization and exploring new partnerships with the private sector, academia and civil society as a means of accelerating progress toward the Sustainable Development Goals.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Under the direct supervision of **ARR, Head of Programs**, the UN Volunteer will undertake the following tasks:

- Support Partnerships, Communication and Learning team in development of UNDP's pipeline of future projects, particularly focusing on global challenge areas such as climate change, migration, inequality and sustainability.
- Assist in the organisation of consultations, planning and project planning sessions with an emphasis on promoting innovative approaches, and support development of concept notes, budgets and proposals.
- Support in the development of communications materials and campaigns to communicate UNDP's results and key messages
- Contribute to the design of strengthened, innovative M&E systems to promote measure progress and to promote learning within the team.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take 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 reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- 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.

Results/Expected Outputs

- Contribute to the development of at least 3-5 pipeline proposals to support stepped up work towards addressing key global development process
- Contribute to the conceptualisation and drafting of communications materials, blogs, social media campaigns and related outreach activities
- Work with the Monitoring and Evaluation Officer to ensure all projects are reporting against key indicators, and contribute to the design of innovative tools to better track results and to promote learning
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • 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

Qualifications/Requirements

Required Degree Level

Secondary education

Education - Additional Comments

Currently studying towards a degree in development, communications, engineering, innovations, languages or other relevant field.

Required experience

0 months

Experience Remark

- Demonstrated interest and/or experience (up to 2 years) in communications, innovations and private sector partnership development with an emphasis on addressing key development challenges (climate change, migration, sustainability and inequality)
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Ability to work as a part of a team to develop new partnerships and approaches.
- Interest in communicating UNDP's work effectively and in innovating with our plans and programs.

Language

- English (Mandatory) , Level - Fluent
- AND - Russian (Optional) , Level - Working Knowledge

Area of Expertise

- Other development programme/project experience Mandatory

Area of Expertise Requirement

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, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. The host agency will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

Need Driving Licence

No

Competencies & Values

- Adaptability and Flexibility
- Client Orientation
- Commitment to Continuous Learning
- Creativity
- Planning and Organizing
- Technological Awareness
- Working in Teams

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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

A UN Volunteer receives a Volunteer Living Allowance (VLA) per month and is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of (choose from the drop down menu the appropriate rate here): US\$990 The VLA base rate is a global rate, while the PAM is country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

T. +49 (0) 228-815 2000
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis. .

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the UN Volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and also in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements). UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for the final repatriation travel (if applicable). UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

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 organisation 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 workplan 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.

Application Code

KGZR000045-6777

Application procedure

This assignment is funded by KOICA, therefore only Korean nationals are eligible to apply.

Eligible candidates must be between 18 and 29 years of age and enrolled at a university throughout the assignment.

Please apply via the link below. You can then either log in if you already have an account or register via 'Candidate Signup'.

You may apply to a maximum of three assignments per advertisement and indicate your order of preference in the 'Additional Remarks' section of your profile.

Application deadline: 10 May 2020

Selection process

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Only shortlisted candidates will be contacted. The selection will be done by the UN Host Entity at the level of the country of assignment. Interviews will be conducted by the UN Host Entity between 2 and 19 June.

Pre-departure training in Korea

The selected candidate will be invited to attend a training prior to deployment. The training will take place from 20 to 31 July 2020.

COVID-19: The training and assignment start dates may be postponed due to the COVID-19 context.

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/S0daUjAwMDA0NQ==>

Disclaimer

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

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