DESCRIPTION OF ASSIGNMENT

**Preamble:**

The UNDP – UNV Talent Programme for Young Professionals with Disabilities seeks to: 1) enhance the employability and career prospects of young professionals with disabilities through work experience with UNDP offices; and 2) build a talent pipeline of qualified professionals with disabilities who can contribute to the attainment of the Sustainable Development Goals (SDGs) at national and global levels.

The Talent Programme is implemented through the United Nations Volunteers (UNV) programme modality. The 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 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. Type of Assignment: [indicate: International or National UN Volunteer ]**

**2. Type of Assignment Place: Choose an item from the drop down**

**3. Assignment Title: [add]**

**4. Duty Station, Country: [add]**

**5. Duration (in months): 12**

**6. Expected Starting Date: [add]**

**7. Host Agency/Host Institute: UNDP**

**8. Organizational Context/Project:** [add Org mandate and description] [add Assignment and project description] [add Team structure and reporting line]

**9. Description of tasks:**

The [add position title] will undertake the following tasks:

* [list responsibilities. Please note that this is a junior level position with no work experience required]
* […]

Furthermore, participants in the Talent Programme are required to:

* Strengthen their knowledge on the SDGs and the United Nations Development System
* 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);
* Contribute articles/write-ups on field experiences and submit them for UNDP and UNV publications/websites, newsletters, press releases, etc.;
* 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.

**10. Results/Expected Outputs:**

* [list results/outputs]

**11. Qualifications/Requirements (including competencies, values and skills):**

To be eligible to apply to the**UNDP-UNV Talent Programme for Young Professionals with Disabilities,** candidates should:

* Be no more than 35 years of age;
* Be a person living with a physical or sensorial (hearing or visual) disability.

Work experience will be an advantage but not a requirement.

**A) Qualifications, skills, experience:**  [list as appropriate, degree, competencies, skills and other requirements]

* Hold a Bachelor or Master level, degree or be enrolled in a university degree at Master level in [specify area of interest for this assigment] a field related to UNDP’s work areas
* Interest in the UN and adaptability to a multicultural environment
* Strong commitment to working for sustainable development and human rights

**Language (s):** Written fluency in English and/or French or Spanish as required. Knowledge of other UN languages would be an advantage. [change as appropriate]

**Driving license required:** No

**Computer skills:** MS Office applications (Excel, PPT, Word) [change as appropriate]

**B) Competencies and values:**

* Integrity: Personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
* Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations.
* Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
* Planning and organizing: effective organizational and problem-solving skills and ability to manage work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
* 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, multi-ethnic environment with sensitivity and respect for diversity and gender;
* Communication: proven interpersonal skills; good communication skills, including with national and international staff, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful but objective, without showing personal interest.
* Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

**12. Living Conditions:**

(*Please complete with the required information as per country Living Conditions. Please add information about accessibility of the office and accessibility of the external environment for persons with disabilities, such as public transportation, etc. See accessibility checklist for guidance)*

[Please add information about the accessibility of the office, city and country. Use the checklist as needed]

**13. Reasonable accommodation**

The UN system is committed to creating an inclusive workplace, and commits to taking appropriate measures to enable persons with disabilities to access employment opportunities and benefit equally from employment related opportunities by providing reasonable accommodation. In this context, “reasonable accommodation” means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms[[1]](#footnote-1).

Should applicants may need reasonable arrangements to facilitate their interview and assessment during the recruitment and selection process, please submit your request in your application.

1. Convention on the Rights of Persons with Disabilities, Article 2 [↑](#footnote-ref-1)