

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

USAR000031--Research Officer

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

<b>Country of Assignment</b>	United States
<b>Host Institute</b>	United Nations Development Programme
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	01-09-2019
<b>Duty Station</b>	New York [USA]
<b>Assignment Place</b>	Family Duty Station

### Assignment Place Remark

This assignment is part of the UNDP – UNV Talent Programme for Young Professionals with Disabilities. The programme 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.

### Living Conditions

New York City is a cosmopolitan duty station that offers diversity in lifestyle and culture. The incumbent will be responsible for arranging his/her own housing and other living essentials. Regarding accessibility of the city, see for instance [nyc.com](http://nyc.com).

Accessibility:

The office is generally accessible for persons with physical disabilities:

1. The main entrance is wheel-chair accessible (including elevators)
2. At least one office/work station, one conference room and one bathroom is wheel-chair accessible. Public transportation,

including buses are also wheel-chair accessible.

3. The security and emergency protocol take into account persons with disabilities (e.g. an evacuation chair is available; the emergency warning system has hearing cues)
4. Accessible facilities are marked with symbols or signs
5. Accessible transportation to commute from/to the office is available (New York City buses and subway are accessible)

The office is also committed to providing the necessary assistive technology, IT systems and tools, captioning services etc. for persons with visual disabilities and/or hearing disabilities.

#### 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<sup>[1]</sup>.

<sup>[1]</sup> Convention on the Rights of Persons with Disabilities, Article 2

## Assignment Details

#### Assignment Title

Research Officer

#### Organizational Context & Project Description

##### Fostering Knowledge for human development in the Arab Region

The Arab Human Development Reports (AHDR), published by UNDP since 2003, have contributed substantially to inform the regional and global debate showing that Arab countries can achieve a significant leap forward in development, reinforce stability and secure gains in a sustainable manner, if they prioritize adopting policies that ensure the well-being, productivity, self-determination and good citizenship of their population.

The 2030 Agenda and the Sustainable Development Goals have, based on their integrated and multi-dimensional nature, the potential to help governments and other stakeholders in the region to identify policy bottlenecks and innovative solutions to overcome previous grievances and build a more sustainable future. Nevertheless, gaps in data availability and reliability necessitate concentrated efforts and partnerships to make Agenda 2030 a useful tool for advocacy and policymaking. Beyond official statistics and internationally agreed targets, there is a need to look at the specific challenges of the region, understand how people cope with unequal access to resources and in prolonged crisis, and how they devise solutions which are context-specific and can address the needs of those left behind.

The Arab Human Development Report and other related research, publications and analytical materials are aimed at informing the regional and international as well as national debate on development challenges and sustainable solutions in the Arab region. The proposed analysis and research will do so through innovative approaches linking the concept of citizenship as it emerges from world-wide relevant literature to the implementation of the 2030 agenda.

#### Sustainable Development Goals

17. Partnerships For the Goals

#### Task description

Under the supervision of the Senior Strategic Advisor of the UNDP, Regional Bureau for Arab States, the UNV Research Officer will undertake the following tasks:

- Work closely with the Senior Strategic Advisor and the Policy Specialist on activities related to the Report
- Conduct desk review of existing research and literature informed by the research questions and objectives
- Assist with quantitative and qualitative analysis of data, e.g. SDG indicators

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- Compile charts and tables, analyze research on thematic topics
- Support the team with any additional tasks such as drafting, proofreading, quality control, communications and advocacy

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.

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

- Produce relevant research in support of the report and related materials
  - Contribute to UNDP's thought leadership on development challenges in the region
  - Help raise awareness on the 2030 Agenda and its central pledge of "leaving no one behind"
  - Gain an understanding of UNDP's strategic and global role in the development sector
- 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

Bachelor degree or equivalent

#### Education - Additional Comments

Hold a Bachelor or Master level, degree or be enrolled in a university degree at Master level in Statistics, Economics, Political Science or related fields

#### Required experience

0 months

#### Experience Remark

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
- a person living with a disability

Work experience will be an advantage but not a requirement

Specific requirements:

- Interest in the UN and adaptability to a multicultural environment

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- Strong commitment to working for sustainable development and human rights
- MS Office applications (Excel, PPT, Word) and some familiarity with statistical packages such as STATA or R
- Written fluency in English is required. Fluency in Arabic is highly desirable. Knowledge of other UN languages would be an advantage.

**Language Skills**

- English (Mandatory) , Level - Fluent

**Area of Expertise**

- Other development programme/project experience Mandatory

**Area of Expertise Requirement****Need Driving Licence**

No

**Competencies & Values**

- Accountability
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Working in Teams

## Conditions of Service and other information

**Condition of Service**[Click here to view Conditions of Service](#)**Conditions of Service for International Specialist:**

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) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) 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 US\$ 1,631. The VLA base rate is a global rate across the world, while the PAM is duty station/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>.

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 volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and 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 periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

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**

USAR000031-4781

### **Application procedure**

#### **Not yet registered in the UNV Talent Pool?**

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then, go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call (assignment) to which you would like to apply.

#### **Already registered in the UNV Talent Pool?**

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then, go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call (assignment) to which you would like to apply.



Kindly select the response "yes" to the question whether you consider yourself a person living with a disability. Should you require special arrangements to facilitate the interview and assessment during the selection process, please indicate this in the "special remarks" field in your profile.

For assistance related to the registration, kindly contact [talent.programme.recruit@unv.org](mailto:talent.programme.recruit@unv.org)

In case you are facing accessibility constraints, you may submit your application by email to [talent.programme.recruit@unv.org](mailto:talent.programme.recruit@unv.org).

This assignment is funded by the Government of Sweden, therefore only Swedish nationals are eligible to apply.

Application deadline: 14 July 2019

#### **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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