

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MDAR000005--Justice and Innovation 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

Country of Assignment	Moldova, Republic of
Host Institute	United Nations Development Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	01-09-2019
Duty Station	Chisinau [MDA]
Assignment Place	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

Accessibility

UNDP Moldova office is situated in Chisinau, the capital city of the Republic of Moldova. The general infrastructure accessibility of the city is low. At the same time, most of the city's trolleybuses are accessible now and their routes are going two blocks from the office.

UNDP Moldova started strengthening the accessibility of its premises since 2014 in close consultations with persons with disabilities, specialized NGOs and UN agencies in Moldova through the "user safari" technique. By 2017 strong accessibility of the UNDP Moldova office and UN House in Moldova premises has been ensured primarily for persons with locomotor disabilities,

including the following: ramp to the building, accessible toilet, accessible lift to the 4 floors of the building, including UNDP premises, bars along the stairs, tables with adaptable height, wide doors, easy to open doors, most of the doorsteps were leveled, key infrastructure features highlighted with contrasting colours, tactile pavement in the yard area, etc. There is an accessible vehicle, which can be used for work related purposes when travel outside the office is necessary.

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].

^[1] Convention on the Rights of Persons with Disabilities, Article 2

Assignment Details

Assignment Title

Justice and Innovation Officer

Organizational Context & Project Description

Under the guidance and direct supervision of the Effective Governance Programme Analyst and the Strategic Support Unit, the Officer will be engaged and will support the UNDP Moldova team in the effective and efficient implementation of the UNDP Moldova work on integrating innovation and justice. The incumbent applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach consistent with UNDP rules and regulations.

The Officer will provide assistance to the Programme team in implementation of day-to-day activities, working in close collaboration with relevant project teams in the UNDP Moldova office for effective achievement of results, anticipating and contributing to resolving complex programme/project-related issues and information delivery. The Officer is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

The scope of work will mainly fall under the upcoming UNDP Project "Strengthening the Efficiency of and the Access to Justice" (A2J Project). The overall objective of the project is to contribute to an increased efficiency of justice services and to improved access to justice of men and women in Moldova, in particular from vulnerable and marginalized groups, through enhanced capacities of forensic institutions to provide qualitative justice services, strengthened capacities of the justice sector actors in the selected pilot areas to provide coordinated response to men's and women's justice needs (including through innovation/experimentation) and strengthened civil society able to claim the respect of rights and engage in a constructive dialogue with the justice chain actors.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Under the supervision of the Effective Governance Programme Analyst, the Justice and Innovation 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
- 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

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- 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

- Subject-matter support in interlinking justice and innovation provided;
- Support in organizing innovation focused project activities provided;
- Tasks assigned are completed in due time;
- 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 Bachelor or Master level in a field relevant for the assignment: law, human rights, IT, social sciences, computer sciences, etc.

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
- Strong commitment to working for sustainable development and human rights
- Commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status
- Written fluency in English. Knowledge of Romanian and/or Russian is an advantage. Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.
- MS Office applications (Excel, PPT, Word), web browsers.

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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.

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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

MDAR000005-4782

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.



In case you are facing accessibility constraints, you may submit your application by email to 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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