

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

AFGR001366--Field Coordination Admin 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

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<b>Country of Assignment</b>	Afghanistan
<b>Host Institute</b>	UN Mission in Afghanistan
<b>Volunteer Category</b>	National Youth
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Kabul [AFG]
<b>Assignment Place</b>	Non-Family Duty station
<b>Assignment Place Remark</b>	

Assignment is non family.

### Living Conditions

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and

permanent disability insurance are included ) and final repatriation (if applicable).

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

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

## Assignment Details

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**Assignment Title** Field Coordination Admin Assistant

### Organizational Context & Project Description

The Office of the Chief of Operations and Resource Management (CORM) is responsible to support the Chief Mission Support (CMS) in implementation of the Mission's mandate, by bringing together strategic and cross cutting mission support functions to ensure coherence in forecasting, performance monitoring, planning and coordination related to operational and resourcing activities. The CORM oversees, manages and directs the following strategic operations and resourcing functions of Mission Support components: coordination of Regional Offices, Financial management, Human Resources and Training and Field Technology.

The incumbent will support the Office of the CORM/Field Coordination Support team by undertaking administrative, coordination and follow-up activities (as outlined in the relevant section below).

**Sustainable Development Goals** 16. Peace, Justice and Strong Institutions

### Task description

Under the direct supervision of the CORM and the Administrative Officer, the National Youth UN Volunteer will undertake the following tasks:

- To support the Field Coordination activities within the Office of the CORM.
- To support the Regional Administrative Officers (RAOs) and Deputy Regional Administrative Officers (DRAOs).
- To support with the implementation of generic documents for the field offices.
- To undertake regular communication with the RAOs/DRAOs.
- To participate in field office visits to review mission support operational issues.
- To support the tracking of issues recorded in the Issues Register and monitor/take up follow up actions to ensure satisfactory completion of tasks.
- To keep abreast with field office activities and challenges in order to appropriately address and provide solutions.
- To provide support to the O/CORM in attending/arranging meetings, conferences and field visits.
- To support with the logistical arrangements and prepare materials/ agendas, minutes of the meetings and VTCs with field offices.

- To draft correspondence, reports, circulars to the RAOs/DRAOs.
- To support with the review of field offices monthly reports and take note of any pertinent issues, achievements and challenges requiring Mission Support HQ attention.
- To support with the filing and archiving of field coordination documentation.
- To support with compiling and updating the O/CORM's workplan/activities for the year.
- Perform other related administrative tasks as requested by the supervisor.

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

- A National Youth UN Volunteer has groomed to enhance her job prospect within UNAMA/UN AFPs;
  - As the result of the Project a wider selection of competent and confident National Female Candidates are available for job selection;
  - With an increase recruitment of National Females, UNAMA's gender ratio increases from its current 7% ratio;
  - The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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.
- 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**

Bachelor Degree in Business Administration would be considered a plus

**Required experience** 0 months

**Experience Remark**

Previous experience in administration or communication related tasks is highly appreciated

Years of experience required: 0-2

**Language Skills**

- English (Mandatory) , Level - Fluent
- AND - Dari (Mandatory) , Level - Fluent

**Area of Expertise**

- Administration and administrative assistance Mandatory
- Public information and reporting Optional

**Area of Expertise Requirement**

Previous experiences in admin and communication related issues would be considered as an asset.

**Need Driving Licence** No

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Working in Teams

## Conditions of Service and other information

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**Condition of Service**

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

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. [www.unv.org](http://www.unv.org)

*We are inspiration in action*

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

### Conditions of Service:

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### 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** AFGR001366-4070

**Application procedure**

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

Please first register your profile at <https://vmam.unv.org/candidate/signup>. 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 to which you would like to apply.

This is a national UN Youth assignment, therefore only nationals of Afghanistan between 22 – 29 years of age are eligible to apply.

The vacancy is open for female candidate only. Please send your application and CV to [recruitment.af@unv.org](mailto:recruitment.af@unv.org) not later than 13 March 2019 mentioning the vacancy number and position title.

**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.