

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

AFGR001389--Peace and Reconciliation 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	Afghanistan
Host Institute	UN Mission in Afghanistan
Volunteer Category	National Youth
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Puli-Khumri [AFG], Baghlan Province
Assignment Place	Non-Family Duty station
Assignment Place Remark	

Non-family assignment.

Living Conditions

Afghanistan is a hardship duty station with volatile security.

Assignment Details

Assignment Title Peace and Reconciliation Assistant
Organizational Context & Project Description

The NUNV will work and will be responsible under supervision of International Political Team Leader for the daily work and relations with Provincial Peace Council (PPC), Department of Women Affairs (DoWA), Women Activists, Civil Society Networks (CSN), Religious Affairs Department, Religious scholars, community leaders and government institutions in Baghlan Province. NUNV will be supported by above mentioned departments to maintain coordination with at provincial level to enhance women participation in peace and reconciliation.

The United Nations Assistance Mission in Afghanistan (UNAMA) field office, Baghlan Province, consist of Political Affairs Service (PAS), Human Rights Unit, Field Security Unit and Administration. The NUNV will be supported by the LPI Political Affairs Assistant in order to support interactions with women interlocutors in Baghlan Province with concentration in peace and reconciliation. Field office implements the UN mandate in Baghlan Province and reports to senior leadership for political and security developments in the province.

Baghlan Field Office has an extensive interaction with female activists in all districts. Field Office also supports and interacts with DoWA, Provincial Governor's Advisor on Gender, female members of the Provincial Council, other female civil society organisations and youth. There are no UNAMA Field Office female staff in the office involved in these processes. The NUNV should develop peacebuilding capacity and culture of peace among women establishing peacebuilding groups in the local and provincial level and encourage networking between them, empowering women and encouraging their active participation in peace processes, to strengthen interactions between women activists, religious and community leaders, civil Society networks to take an active role in the peace process and promoting community mobilization by trust building efforts between women and government on the important role of women in the peace process.

Currently, Baghlan Field office has no female staff in substantive sections at all. There is no female employee in PAS unit as well to play an important role building a bridge between women and various sectors and strengthen peace efforts in Baghlan Province since Baghlan is a traditional society.

The NUNV will be working in a team with of International and local Political Affairs Officers and will receive on-the-job training daily. UNAMA Training unit in Kabul can provide training in Report writing, Project Management, and others.

There is no staff expected to retire or resign, however, staff continues to move periodically for new assignments.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of Baghlan Head of Field Office and Political Affairs Service Team Leader, the National Youth UN Volunteer will undertake the following tasks:

- Supports the development and implementation of UNAMA facilitated discussions with local

communities to address local drivers of instability in assigned area. This will involve providing input into drafting project proposals to secure funding and assisting with aspects of project implementation, including the identification of appropriate stakeholders, topics for discussion, modalities for engagement, as well as issues for follow-up;

- Provide Advisory support to Baghlan Provincial Peace Council (PPC) and Provincial Joint Secretariat Team (PJST) in implementation of the High Peace Council (HPC) women peace strategy;
- Maintain coordination with stakeholders at provincial level in support of women role in peace and reconciliation;
- Monitor the peace and reconciliation process at provincial level, through internal reporting lines and maintain women interactions with the PPC, as well as with multiple influential political and social actors;
- Conduct regular meetings with community representatives, intellectuals, religious scholars, political and civil society representatives to enhance women role in peace process;
- Provide regular updates to HoFO and senior management about the development of the peace and reconciliation programs.
- Receives and processes information contained in communications and publications from different sources, including the press; maintains up-to-date knowledge of events relating to peace issues in a specified area or subject matter;
- Assists senior officers with preparing drafts, briefing notes, background papers and talking points;
- Monitors political, socio-economic, and peace relevant developments in an assigned area;
- Assists in providing input for political, humanitarian and economic efforts and programmes;
- Updates information in the databases that track project progress and provides other information relevant to the assigned area;
- Keeps abreast of UN policies, including those related to Peace and Reconciliation work and take part in trainings;
- Performs other related duties as required.

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's in political Affairs, Public science, International Relations, Sociology. Training in Political Affairs/social work related is desirable. Training in communication, project monitoring, logistical, budgetary & administrative issues is an asset.

Required experience 0 months

Experience Remark

- 0-2 years of experience.
- Related work experience in providing support work in political science, international relations, legal/paralegal, disarmament, security development management, conflict resolution or related work with NGOs, civil society organizations or working as a civil servant is desirable. Previous experience in gender related activities/projects is an asset.

Language Skills

- English (Mandatory) , Level - Fluent

Area of Expertise

- Other civil society or community development experience Mandatory

Area of Expertise Requirement

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

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

Basic knowledge of Project management cycle and Project reporting.

Candidates who wish to apply for this position must be between 22 and 29 years old.

Need Driving Licence No

Competencies & Values

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

Conditions of Service and other information

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

Conditions of Service:

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>

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 AFGR001389-4048

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 for Baghlan Field Office. Please send your application and CV to recruitment.af@unv.org not later than 22 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.

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