

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

LAOR000579--Support 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	Lao People's Democratic Rep
Host Institute	United Nations Volunteers
Volunteer Category	International University
Number of Volunteer	1
Duration	5 months
Expected Starting Date	24-09-2021
Duty Station	Vientiane [LAO]
Assignment Place	Family Duty Station

Assignment Place Remark

UN University Volunteer Assignments are always without family

For assignment travel-related allowances, travel lumpsum, Shipment (200 USD) and SIG as per the UNV Conditions of Service of 2015 as well as Pre-departure allowance (250 USD) will be provided for this assignment instead of Entry Lump Sum. Exit Allowance is not applicable and only travel lumpsum and Shipment (200 USD) for the repatriation will be provided for this assignment.

Living Conditions

Living conditions in Vientiane are relatively good and comfortable but residents must make concessions due to the tropical climate and underdeveloped infrastructure, especially health facilities. The UN Clinic provides health services for all staff and dependents but for some specialized treatments it is necessary to seek health care outside Laos.

Most commodities may be purchased in Vientiane. Vientiane is a relatively safe place to live in, with violent crime incidents very rare. However, single females should exert vigilance if moving alone during the dark and it is best advised to move in groups. Bag snatching and traffic accidents are number one hazards in the capital.

Whilst traveling in the Lao provinces, staff will experience more hardship due to lack of infrastructure and general commodities. There is a wide range of housing options in Vientiane located within easy reach of the UN House (where UNV offices are located). Houses or apartments are usually of good standards. All basic commodities can be bought in Vientiane and its immediate vicinity. House shares with 3-4 people are most common but single apartments are also available.

The Vientiane entertainment scene is still quiet and in order to avoid feeling lonely the person should be proactive in forming friendships, and hence should be ready to make the best of e.g. the UNV Buddy Programme. Vientiane's city centre is full of restaurants, shops, bars and internet cafes all line up along the Mekong river.

Laos has a relatively low number of Covid-19 case. Since 24 March 2020, there have been 45 confirmed cases reported in the country and 41 already recovered. The Lao Government has put in place a strict measure for Covid-19 prevention. This includes a suspension of tourist and visit visas, and commercial flights, and a closure of international borders.

Assignment Details

Assignment Title

Support Officer

Organizational Context & Project Description

The UNV programme is the UN organization that supports sustainable human development globally through the promotion of volunteerism, including the mobilization of volunteers. It serves the causes of peace and development by enhancing opportunities for participation by all peoples. It is universal, inclusive and embraces volunteer action in all its diversity. It values free will, commitment, engagement and solidarity, which are the foundations of volunteerism.

The UN University Volunteer will be working at the United Nations Volunteers (UNV) programme Field Unit, based in the UN House, Lane Xang Avenue, Vientiane. He/She will work under the supervision of the UNV Country Coordinator, Lao PDR. He/She will also work in close collaboration with the United Nations Communications Group (UNCG) members based in Vientiane and the UNV Regional Office for the Asia Pacific (ROAP) based in Bangkok.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Under the direct supervision of the UNV Country Coordinator, the UN University Volunteer will undertake the following tasks:

- Support the promotion of volunteerism values in the country
 - Support the implementation of 2021 Communications Strategy including being a communications focal point for the Field Unit; regularly updating content in the social network pages of the Field Unit, and responding to corporate requirements;
 - Assist the organisation and promotion of the IVD (International Volunteer Day – 5 December) including coordinating with partners, organize partner meetings, taking meeting minutes;
 - Contribute to the promotion of volunteerism values and UNV programme in events, workshops and expos related to the Sustainable Development Goals and the Agenda 2030.
- Contribution to the mobilization of volunteers
 - Assist in the recruitment, pre-departure and onboarding processes of volunteers including coordinating recruitment selection, preparing recruitment report, coordinating and conducting inductions to newly arrived volunteers;
 - Assist in the coordination with UN agencies in identifying opportunities for mobilizing volunteers;

Support the promotion activities including engaging national youth to increase the national volunteer talent pool

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

- The presence of UNV Laos as a key development actor, along with the other UN entities in the country, is boosted;
 - The awareness about UNV programme's work is raised, and the impact of volunteerism action in Lao PDR and in the region is evidenced;
 - The understanding of the transformative potential of volunteerism is enhanced in the country.
- 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 Secondary education

Education - Additional Comments

Currently studying towards a degree in Communications, Social Sciences, International Development, Human Resource Development/Management, Public/Business Administration or other relevant field.

Required experience 0 months

Experience Remark

- Demonstrated interest and/or experience (up to 2 years) in **communications, youth engagement, coordination, event organization, volunteering, business administration, human resource development/management**
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Other development programme/project experience Mandatory

Area of Expertise Requirement

Learning Expectations

Learning and development are a central part of the UN Youth Volunteer's assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer's skills and competences, improve the quality of the assignment and keep the volunteer's motivation high.

Learning elements for the UN Youth Volunteer include the development of:

Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.

Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.

Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. The host agency will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

Need Driving Licence No

Competencies & Values

- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Communication
- Creativity
- Ethics and Values
- Integrity
- Leadership
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

Conditions of Service and other information

Condition of Service

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

Conditions of Service:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to

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).

work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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) per month and 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 (choose from the drop down menu the appropriate rate here): US\$1,009 The VLA base rate is a global rate, while the PAM is 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 UN Volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and also 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 the final repatriation travel (if applicable). 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 (Roles and Responsibilities of Host Entities)

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;

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics)

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.