



## UN YOUTH VOLUNTEER DESCRIPTION OF ASSIGNMENT

### Preamble:

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 Youth 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 Youth 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 Youth Volunteers even more rewarding and productive.

1. **UNV Assignment Title:** UN Youth Volunteer in Democratic Governance Programme Support
2. **Type of Assignment:** International UN Youth Volunteer
3. **Project Title:** UNV programme support to UNDP CO in Algeria
4. **Duration:** 12 months
5. **Location, Country:** Algiers, Algeria
6. **Expected Starting Date:** February / March 2016
7. **Brief Project Description:** Programme Support to UNDP CO in Algeria, with focus on theme of Democratic Governance
8. **Host Agency/Host Institute:** UNDP Algeria
9. **Organizational Context:**

The UN Youth Volunteer will work in close collaboration with UNDP Algeria's operations, programme and projects staff, as well as with UNDP HQ as required, to ensure timely and effective programme and projects implementation in the area of Democratic Governance. UNDP Algeria has several ongoing projects under the Governance portfolio, covering Democratic governance and Economic and Institutional reforms (see <http://www.dz.undp.org/gouvernance/Gouvernance.html>).
10. **Type of Assignment Place:** Assignment without family

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## 11. Description of tasks:

Under the overall guidance of the Deputy Resident Representative and the direct supervision of the Programme Advisor, the UN Youth Volunteer will ensure effective delivery of the CO Governance programme by entering and managing data and supporting programme implementation consistent with UNDP rules and regulations. Specific duties include:

a) Supports formulation of programme strategies and implementation of the Country Programme Action Plan focusing on achievement of the following results:

- Collection, analysis and presentation of background information for preparation of country programme documents, effective application of Results-Based Management tools and establishment of management targets (BSC);
- Presentation of background information for formulation of country programme, draft project documents, work plans, budgets, proposals on implementation arrangements.

b) Provide effective support to management of the CO programme focusing on the achievement of the following results:

- Creation of projects in Atlas, preparation of required budget revisions, revision of project award and project status, determination of unutilized funds, operational and financial closure of projects;
- Provision of guidance to the executing agencies on routine implementation of projects;
- Presentation of information for audit of projects; support implementation of audit recommendations.

c) Provide administrative support to the Programme Unit focusing on achievement of the following results:

- Review of projects' Financial Reports; vendors' approval in Atlas; preparation of non-PO vouchers and requisitions for development projects;
- Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed; transactions are correctly recorded and posted in Atlas;
- Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers;
- Creation of requisitions in Atlas for development projects; register goods receipt in Atlas;
- Make budget check for requisitions, POs and vouchers; create, manage data reporting format on management actions, evaluations, tripartite reviews, etc.

d) Ensure facilitation of knowledge-building and knowledge-sharing in the CO, focusing on achievement of the following results:

- Organization of trainings for the operations/projects staff in the programme;
- Synthesis of lessons learnt and best practices in the programme;
- Sound contributions to knowledge networks and communities of practice.

Furthermore, the UN Youth Volunteer is encouraged to:

- Strengthen the knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking active part in UNV events.
- Be acquainted with and build on traditional and/or local forms of volunteerism in the country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;

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- Contribute articles/write-ups on volunteering experiences and submit them to the team at UNVHQs for consideration (beyond other communications responsibilities), and input to the UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UN Youth 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.

## 12. Results/Expected Output:

The key results have an impact on the successful implementation of the country programme within specific areas of cooperation. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching resource mobilization targets. In this context, the UN Youth Volunteer is expected to provide accurate analysis, data entry and presentation of information in order to ensure proper programme implementation.

*“A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.”*

## 13. Qualifications/Requirements:

### a) Qualifications, skills, experience:

- University degree or equivalent in Business or Public Administration, Economics, Political Sciences, Social Sciences, Law or similar field;
- 1-2 years of administrative and/or project/programme experience;
- Good knowledge of common office software applications (Internet, MS Office); excellent knowledge of spreadsheets and databases; experience in handling web-based management systems;
- Good communications and networking skills;
- Fluency in French, working knowledge in English and/or Arabic;
- Have affinity with or interest in development issues, governance, environment, poverty eradication, humanitarian relief, post-conflict situations, volunteerism as a mechanism for durable development, the UN System, etc.

### b) Competencies and values:

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations;
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment;
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;



- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;
- Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods; willingness to transfer to other duty stations within area of operations as may be necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

## 14. 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, UNDP Algeria will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. UNDP Algeria will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

## 15. Living Conditions:

While Algiers is a "family duty station", this is a non-family assignment. The languages spoken are French and Arabic.

On 11 December 2007, the United Nations Building was targeted by a suicide car bomb which killed 17 people and wounded 40 others, mostly UN staff. In the past three years, the security situation has improved. A security clearance is subject to the approval of the Designated Official (DO) for any United Nations staff to travel to Algiers. Any request for travel outside the wilaya of Algiers must be authorized by national authorities for diplomats and accredited personnel. Apart from these constraints, Algiers is a city that has many benefits, both human and cultural. It has a rich past and its people are very hospitable.

Although it is relatively easy to find apartments or houses in recommended areas, it should be noted that the rents are equivalent to those of developed countries and that payment of a year's rent in advance is

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usually requested. (Taking into account this situation, an exceptional Housing Allowance is applicable since 2008 for international UN Volunteers.)

Goods and basic services are easily available. Complex health interventions may require evacuation. Payments are made primarily in cash. ATM cash withdrawal is limited and payment by electronic funds transfer is not yet possible. The network of fixed and mobile telephone is effective. Algiers is well served by airlines and national and international maritime which connect too many foreign capitals.

## 16. Conditions of Service

A 12- month contract; monthly living allowance (MLA) base intended to cover housing, basic needs and utilities, with a base rate of US\$ 1,243, which is adjusted monthly according to the movement (upwards or downwards) of the Post Adjustment Multiplier (PAM), which is established by the International Civil Service Commission (ICSC) to ensure that international UN Volunteers have comparable purchasing power at all duty stations despite varying costs of living. The applicable MLA is calculated as follows:  $MLA = (MLA \text{ base rate} \times PAM) + MLA \text{ base rate}$ . See ICSC website <http://icsc.un.org> for more information on the applicable PAM rates.

In addition, UN Volunteers are provided a one-time settling-in-grant (if applicable); Well-Being Differential (applicable only in hardship non-family duty stations); a life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

## 17. HOW TO APPLY

Eligible candidates, i.e. aged between 23 and 29 years throughout the entire duration of their service, i.e. born between 1 July 1987 and 28 February 1993, whose previous work experience in areas relevant for the assignment does not exceed two years, should do the following:

If you are not a candidate in the UNV database, please apply by registering your profile through the following link: [http://ereta.unv.org/html/index.php?module=myprofile&ad=YTH15FFSPA\\_ALG](http://ereta.unv.org/html/index.php?module=myprofile&ad=YTH15FFSPA_ALG). The advertisement code **YTH15FFSPA\_ALG** will appear automatically under the 'Special Recruitment' tab of your UNV profile and can be changed from there if needed.

If you already are a candidate in the UNV database, please update your profile through <http://MyProfile.unv.org> and select the code of the assignment you wish to apply for from the drop down list in the 'Special Recruitment' tab of 'MyProfile'.

Should you wish to be considered for more than one UN Youth Volunteer assignment, you can express your interest in other Description of Assignments in the 'Additional Remarks' section of your profile by entering the corresponding code. Please note however that your profile will be proposed to the host agency for only one UN Youth Volunteer assignment.

Closing date: You must be fully registered in the UNV database of candidates not later than 23 October 2015 (applications received after that date will not be taken into consideration).