



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 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.

1. UNV Assignment Title: UN Youth Volunteer in Sustainable Development Policy

This assignment is in line with UNV Strategic Framework: Outcome 1 - UN entities are more effective in delivering their results by integrating high quality and well-supported UN Volunteers and volunteerism in their programs; Outcome 1.2 - Volunteer engagement is strengthened in community resilience for environment and disaster risk reduction.

2. Type of Assignment: International UN Youth Volunteer

3. Project Title: Strengthening regional Capacities to deliver Sustainable Development services in the LAC region

4. Duration: 12 months

5. Location, Country: Panama City, Panama

6. Expected Starting Date: February / March 2016

7. Brief Project Description:

UNDP helps countries to simultaneously reduce poverty and achieve sustainable development that leads to transformational change, bringing about real improvements in people's lives. UNDP promotes an integrated approach to achieve sustainable development that tackles the connected issues of multidimensional poverty, inequality and exclusion, and sustainability, while enhancing knowledge, skills and production technologies to reduce risks and sustain development gains. UNDP helps countries build their capacity to integrate environmental considerations into development plans and strategies, including through managing and sustainably using natural resources; ensuring that natural wealth is used to improve people's lives; promoting economic recovery and livelihoods, and better targeting policies and social protection for those in need. UNDP's goal is to strengthen capabilities and opportunities to reduce poverty and marginalization – focusing on the most vulnerable and excluded population groups – in ways that are sustainable from economic, social and environmental standpoints.

The Millennium Development Goals (MDGs) provided concrete, numerical benchmarks for tackling extreme poverty in its many dimensions. They are now on the finish line. The post-2015 agenda and the sustainable development goals (SDGs) will guide the future development agenda for the next 15 years. Once agreed, the SDGs will become the primary points of reference for UNDP's thought leadership and advocacy work moving forward so that UNDP can continue to be a leading voice in the development debate at all levels.

United Nations Volunteers

PO Box 260 111 53153 Bonn Germany Telephone +49.228.815-2000 Fax +49.228.815-2001

Email information@unvolunteers.org <http://www.unvolunteers.org>

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Among the proposed SDGs are goals related to reducing poverty in all its forms, promoting inclusive and sustainable economic growth, full employment and decent work for all, and reduce inequalities within and among countries. All these are key areas of work of the UNDP Latin American and Caribbean Regional Programme 2014 – 2017.

UNDP Regional Hub for Latin America and the Caribbean provides policy advice and technical support for countries to reduce poverty and inequality and advance towards the achievement of the MDGs and the future development agenda and the SDGs. It notably do so through the publication of key reports and the systematization and transfer of good practices. It supports initiatives to track the progress of the MDGs and the future SDGs while developing and improving disaggregated data for better identifying and targeting vulnerable and excluded groups. In accordance with established national priorities, it supports the coordination between national and regional actors, building on national level efforts to ensure coherence and consistency.

8. Host Agency/Host Institute: UNDP Regional Service Centre for Latin America and the Caribbean

9. Organizational Context:

The United Nations Development Programme (UNDP) is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. Since 1966 UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in more than 170 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations. (www.undp.org)

UNDP focuses on supporting countries to build and share solutions in three main areas:

1. Sustainable Development
2. Democratic Governance and Peace Building
3. Climate and Disaster Resilience.

The Regional bureau for Latin America and the Caribbean established the Regional Centre in Panama (RSC LAC) in 2008, to bring corporate and regional policy, and advisory support, closer to where they are needed on the ground, and to make those services more responsive to country programme needs.

The Regional Centre in Panama serves 24 countries in Latin America and the Caribbean. RSC-LAC offers Country Offices (COs) and other clients readily accessible services, policy advice and technical support, and is a trustworthy source of knowledge, experiences, and resources provided by a group of experts and professionals. It works through its COs with governments and people to develop customized solutions to development challenges and thus help to strengthen local capacities. The RSC for Latin America and the Caribbean is focused on strengthening the capacities of the country offices, which in turn assist governments and communities in achieving sustainable development.

The UNDP Sustainable Development and Resilience cluster in Panama encompasses the areas of Poverty Reduction and Human Development, MDGs/SDGs; Environmental Sustainability and Natural Capital; Climate Change and Energy; and Disaster Risk Reduction. It's work is guided by the UNDP Strategic Plan 2014 – 2017 and the Latin American and Caribbean Regional Programme 2014 - 2017.

10. Type of Assignment Place: Assignment without family

11. Description of tasks:

Under the direct supervision of the Sustainable Development and Resilience Cluster Leader, the UN Youth Volunteer will undertake the following tasks:

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- Support the strategic planning, programming and implementation of projects in the area of the Sustainable Development, in line with the UNDP Strategic Plan and Regional Program 2014 – 2017.
- Support the generation of knowledge tools for the LAC Sustainable Development and Resilience Community of Practice through research and compilation of internal UNDP and UN material.
- Support the annual corporate monitoring and reporting, project reports, production of briefs and other internal communications of the Sustainable Development and Resilience Cluster.
- Support the response to Country Office queries on sustainable development.
- Generate external communications material of the work of the Sustainable Development and Resilience cluster.
- Promote networking and relationships with Country Offices and the Community of Practice to enhance civil participation and supporting volunteering initiatives around Sustainable Development and in particular the SDGs.
- Contribute to stimulate innovation and facilitate knowledge sharing and exchange of experiences through South-South and Triangular Cooperation (SSC and TrC) for sustainable development at national and local level, with particular attention to the SDGs and their localization, including through the engagement of volunteering initiatives and youth.
- Liaise with government representatives, non-governmental organizations, civil society organizations, academia, UNV, UN agencies and other partners to promote and generate synergies and new spheres of collaboration.
- Support the establishment and functioning of Expert Rosters in Sustainable Development and Resilience.
- Develop and manage an annual work plan, including management and reporting on UNV related activities.

Furthermore, UN Youth Volunteers are encouraged 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 IVD);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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.

12. Results/Expected Output:

- Effective support to UNDP Regional Program and UNDP Country Offices on sustainable development through policy, programming, advocacy, innovation and outreach work.
- Effective implementation of the projects on sustainable development in the Latin American and Caribbean Region.
- At least two knowledge and communications products in the area of sustainable development.
- Identification of opportunities for building partnerships and facilitating interaction and engagement with volunteer initiatives.
- Assistance to generate, coordinate and implement at least one South- South cooperation experience with Country Offices and stakeholders.
- At least 2 expert rosters in sustainable development sub-areas established and functioning.

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13. Qualifications/Requirements:

Education

- Master's degree in development, economics, environment, international affairs, human geography or other related fields.
- Demonstrated educational background on sustainable development

Experience

- At least one year of professional work experience, ideally at international level.
- Experience in project/programme management or monitoring and generation of knowledge and communications products, preferably in a field related to sustainable development is a distinctive advantage.
- Previous work in a UN System Agency is strongly desirable.
- Previous experience in research desirable.

Skills & Competences

- Comprehension of the Sustainable Development context in Latin America and the Caribbean.
- Strong analytical and interpersonal skills.
- Capacity to work under pressure.
- Ability to establish and maintain effective working relationships with others in a team work environment, people of diverse backgrounds, culture and nationalities, with NGOs and academia, private sector and government departments.
- Ability to develop clear goals and identify priority activities and assignments.
- Ability to research and produce reports, excellent report/draft writing skills.
- Proven critical thinking, creativity, innovative and analytical skills.
- Good computer skills, including in various MS Office applications, internet research, database management and website management.
- Management of financial and operational platforms, such as ATLAS, Prince or related.

Languages

- Excellent command of written and spoken English and Spanish.
- Portuguese and/or French an asset

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, RSC-LAC will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. RSC-LAC 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:

General overview: Living conditions in Panama are good. There is no immediate threat of violence and the situation in the country is peaceful. At times demonstrations are held related mainly to labor disputes or other local issues, typically non-violent. Politically motivated violence in Panama is not a problem, as neither are recognized domestic terrorist organizations.

Crime: Panama is relatively safe compared to North and Central Latin American Countries. Although the areas of high crime are concentrated in the bigger cities, these are limited to specific spots.

Traffic safety and road conditions: Panama's roads, traffic and transportation systems are generally safe. Driving is often hazardous and demanding due to dense traffic, undisciplined driving habits, poorly maintained streets, and a lack of effective signs and traffic signals. Traffic accidents are a potential security issue. On roads where poor lighting and driving conditions prevail, night driving is difficult and should be approached with caution.

Climate: Panama has a tropical climate. Temperatures are uniformly high –as is the relative humidity- and there is little seasonal variation. Diurnal ranges are low; on a typical dry-season day in the capital city, the early morning minimum may be 24°C in the afternoon maximum 30°C. The temperature seldom exceeds 32°C for more than a short time. Temperatures on the Pacific side of the isthmus are somewhat lower than on the Caribbean, and breezes tend to rise after dusk in most parts of the country. Almost all of the rain falls during the rainy season, which is usually from April to December. Although rainy-season thunderstorms are common, the country is outside of the hurricane belt.

Economy: In recent years, the Panamanian economy has been among the fastest growing and best managed in Latin America. However, like most countries in the region, Panama is feeling the impact of the global financial crisis, which threatens to undermine the social gains made in the past few years. Despite Panama's status as an upper-middle income nation – as measured by per capita GDP – it remains a country of stark contrasts. Perpetuated by dramatic educational disparities, over one-third of Panama's population lived in poverty in 2008 and 14.4% in extreme poverty.

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) 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_PAN. The advertisement code **YTH15FFSPA_PAN** 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).