



## 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 Disaster Risk Reduction
- 2. Type of Assignment:** International UN Youth Volunteer
- 3. UNV Strategic Framework:** Outcome 1.2: Volunteer engagement is strengthened in the priority area, (b) community resilience for environment and disaster risk reduction
- 4. Project Title:** Strengthening the resilience of communities affected by natural disasters in Region VIII by enhancing a strategic management of volunteer resources
- 5. Duration:** 12 months
- 6. Location, Country:** Manila, Philippines
- 7. Expected Starting Date:** February / March 2016

### 8. Brief Project Description:

Increasingly, volunteerism is supporting initiatives to mitigate and prevent natural disasters, as well as prepare communities to better respond to the emergency as it serves as a powerful means of engaging people in Disaster Risk Reduction Management. Moreover, the recent disaster in the central Philippines has raised awareness of people and authorities on the need of more comprehensive DRRM strategies that involves all relevant actors.

In a period of less than a year, the country experienced the two most costly and destructive typhoons in its history: Bopha (Pablo) in December 2012 and Haiyan (Yolanda) in November 2013. The latter was the strongest tropical cyclone at landfall in recorded history. These two events affected in total over 20 million people and caused the displacement of over 5 million individuals. This event showed exposure and vulnerability to typhoons of communities in this region.

In this sense, UNV through this project, will support: the integration of volunteerism approach and DRRM into national and local policies, plans and programmes; the implementation of priority DRRM mitigation and preparedness actions at the local levels, such as capacity-building, and the development of tools and frameworks; the development of DRRM knowledge management systems; and the strengthening of national and local capacities to respond to large-scale emergencies.

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Particularly, this project seeks to build its success on the simultaneous implementation of key interconnected actions to be developed at 3 different levels in order to guarantee the mainstreaming of the DRR and volunteerism approach:

1. Individual and family level, in terms of behavioral changes;
2. Community (barangay or village) level in terms of building more resilient communities; and
3. Local government level in terms of the improvement of programmes and DRRM plans.

Activities will be focused on addressing community development, climate change adaptation, disaster mitigation, disaster preparedness, disaster recovery and fostering volunteerism initiatives. By working and investing in each of these activities, at the same time they will enhance each other.

The project will be implemented in close coordination with national and local authorities, universities, community leaders and , local NGOs and other community-based organizations some of which will be established during the lifespan of the project. These groups will be the main focal points to engage communities in planning, implementation, and monitoring of DRR activities. The project will also invest in these mechanisms, for instance by ensuring that local networks, which are established by the project, take into consideration specific concerns and needs of children, youth and women.

**9. Host Agency/Host Institute:** UNDP Philippines / UNV Field Unit

**10. Organizational Context:**

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**11. Type of Assignment Place:** Assignment without family

**12. Description of tasks:**

Under the supervision of the UNV Programme Officer, the UN Youth Volunteer will undertake the following tasks:

- Support the Field Unit in the implementation and monitoring of the project by providing technical assistance on disaster risk reduction.
- Assist in coordinating with partners in the UN, government, private sector, and civil society in the effective and timely implementation of the project.
- Provide assistance to the team and implementing partners particularly in the area of youth organising and participation.
- Support in promoting UNV's disaster risk reduction strategy in the country.
- Assist in the preparation of project reports, concept note, meeting documentations, official correspondences, news articles as may be required.
- Assist in organizing and participating in workshops, consultations, and meetings and provide technical inputs as needed.
- Support the Field Unit to strategically advocate and promote the UNV programme by identifying opportunities to integrate the programme and ensure that the contribution of volunteerism is recognized.
- Contribute to enhancing the participation of the youth in disaster risk reduction by establishing links with youth organizations.



- Perform other tasks as may be assigned by the Supervisor.

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;
- 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.

### 13. Results/Expected Output:

- Supported the effective and timely implementation of the project
- Supported the promotion of UNV's disaster risk reduction strategy in the country.
- Effective coordination with implementing partners in the UN, government, private sector and civil society
- The contribution of volunteerism in disaster risk reduction is highlighted
- The participation of youth in disaster risk reduction is enhanced
- 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.

### 14. Qualifications/Requirements:

- A bachelor's degree preferably in Disaster Risk Reduction Management, Urban Planning, Development Studies, Environmental Science and Political and Social Science or any related field.
- Up to 2 years work experience in disaster risk reduction or any related field
- Knowledge and experience of volunteerism and community project management an advantage
- Motivated to contribute towards peace and development and to serve others;
- Good interpersonal, networking and communication skills;
- Willingness to contribute and work as part of a team;
- Flexible and open to learning and new experiences;
- Respect for diversity and adaptability to other cultures, environments and living conditions;
- Fluency in spoken and written English is required
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Proficient in computer skills (i.e. Word, Excel, PowerPoint, social media, and others).

### 15. 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:

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

## 16. Living Conditions:

The Philippine archipelago is geographically located between latitude (approximately) 4o23'N and 21o25'N and longitude (approximately) 112oE and 127oE. It is composed of 7,107 islands, with a land area of 299,764 sq. kilometers. Its length measures 1,850 kilometers, starting from the point near the southern tip of Taiwan and ending close to northern Borneo. Its breadth is about 965 kilometers. The Philippine coastline adds up to 17,500 km. Three prominent bodies of water surround the archipelago: the Pacific Ocean on the east, the South China Sea on the west and north, and the Celebes Sea on the south. This position accounts for much of the variations in geographic, climatic and vegetational conditions in the country.

Metro Manila is strategically located in the middle of Luzon, on the eastern coast of Manila Bay and at the mouth of the Pasig River, sprawled over an area of 626 sq.km. Manila sits in the middle of a swampy deltaic plain formed by accumulated sedimentary deposits from the Pasig River and other streams. The city is between the bay to the west, the highlands to the east, and Laguna de Bay to the southeast. Most of its densely populated areas are found along the Pasig River running across the metropolis dividing it into two sections - the north and the south.

The local climate is hot, humid, and tropical. The average yearly temperature is around 26.5 °C (79.7 °F). There are three recognized seasons: The hot season or summer from March to May, the rainy season from June to November, and the cold season from December to February.

Metro Manila is the capital of Philippines and a very modern city with amenities for modern living. Various living choices are available to suit one's budget. People of Philippines are very friendly and amicable. Manila is classified as "A" – the lowest hardship for a developing country posting—and all western amenities (food, clothing, restaurants) are available in the city. Traffic congestions and air pollution is a nuisance to some inhabitants.

Housing is readily available and one should be able to find suitable permanent accommodation within two weeks. Price may range from P 8,000 to 20,000 depending on the location and the type of accommodation one chooses (provincial accommodations are cheaper). Metered and fixed rate taxis are widely available in key cities nationwide. Jeepneys and buses are inexpensive ways of getting around in most places. In Metro Manila the fastest way of commuting is via the railway system.

The Pesos (PHP) is the official currency and is used for most transactions in the Philippines. ATM machines are available in urban areas. Banks are open from 9:00 a.m. to 3:00 p.m., Mondays to Fridays, with automated teller machines (ATM) operating 24 hours. Western Union has facilities in most towns, cities and provinces. Traveler's cheques and major foreign currencies can be changed in most commercial banks and Central Bank dealers. They are also accepted in the majority of hotels, shops and restaurants. MasterCard, Visa, American Express and Diner's Club are widely accepted in major organizations across the big cities of the Philippines.

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## 17. 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:  $MLA = (MLA \text{ base rate} \times PAM) + \text{MLA base rate}$ . 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.

## 18. 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\\_PHL](http://ereta.unv.org/html/index.php?module=myprofile&ad=YTH15FFSPA_PHL). The advertisement code **YTH15FFSPA\_PHL** 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).