



UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Id 1724632990507264

VMAM Id 1724632990507264

Opportunity Type (Online/Onsite) Onsite

Opportunity Title Disability Inclusion Project Officer

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Host Entity	ESCAP
Country of Assignment	Thailand
Duty station	Bangkok,
Volunteer Category	International UN Volunteer Specialist
Number of UN Volunteers	1
Duration	24m
Possibility of Extension	No
Expected Start Date	10/01/2023
Sustainable Development Goal	10. Reduced inequalities
Disabilities	No

DOA Details

Organisation mission and objectives

The mandate of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) is to promote sustainable and inclusive development and regional connectivity in the Asian and Pacific region. ESCAP's role as a regional development arm of the United Nations Secretariat is to support its membership with policy-oriented research and analysis, normative support and technical assistance and capacity building, to respond to the development priorities and changing needs of the Asian and Pacific region.

Assignment context

The UNV will contribute to ESCAP's continuous efforts to promote disability-inclusive development by supporting current projects that span from disability inclusion under the purview of Division of Administration, aligned with ESCAP's Disability Inclusion Policy developed in 2020. The Policy, guided by the United Nations Disability Inclusion Strategy (UNDIS), sets out the key principles for programmes and projects to follow, with the vision for ESCAP to be a fully disability-inclusive organization. To operationalize ESCAP's commitments, the Disability Inclusion Implementation Plan for 2020-2021 was rolled out and various disability-inclusive projects are currently in progress. As part of its role, the UNV will also serve as a catalyst to facilitate collaboration between ESCAP and Japan International Cooperation Agency (JICA). The UNV is expected to support bridging the activities of both organizations and enhancing their impact on disability-inclusive development in the region.

Task description

Under the overall supervision of the Chief of the Facilities Management Unit in consultation with the Director of the Division of Administration, and under the direct supervision of the Facilities Management Officer, the UN Volunteer will undertake the following tasks:

- Research best practices and provide professional and technical advice on disability inclusion, in the areas of o universal design and physical accessibility of office space/premises o inclusive Human Resources policies and procedures;
- Prepare reports, plans, specifications and cost estimates for activities (such as design improvements of office facilities);
- Research and present benchmarks on best practices of inclusive work environments;
- Review technical reports, evaluate, and prioritize improvement initiatives;
- Support the compliance review according to regional and/or local accessibility codes and best practices;
- Contribute to awareness-raising and communications campaigns to share achieved progress in the area of disability inclusion;
- Support and advise on activities on reasonable accommodation;
- Provides substantive support for reviewing project documents, preparing presentations, and developing technical reports;
- Assist in administrative and logistical activities, including organizing meetings, liaising with relevant parties, drafting meeting information notes, proposing agenda topics, and tracking follow-up actions;
- Implement initiatives to promote cooperation with Japan and support the expansion of ESCAP’s projects with the Japanese Government, which may involve facilitating information sharing and coordination among ESCAP, JICA, and other relevant stakeholders.
- Perform other tasks as assigned. 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 in-stance in events that mark International Volunteer Day);
- 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.

Eligibility Criteria

Age 27-80

Nationality INTERNATIONAL

Additional eligibility criteria This assignment is funded by JICA, therefore only former Japan Overseas Cooperation Volunteers (JICA-JOCV) who could get recommendation by JICA-JOCV Secretariat are eligible to apply. Please check your application eligibility on the JICA website (https://www.jica.go.jp/volunteer/obog/career_support/unv/index.html). The assignment is planned to start October/November 2023.

DOA Requirements

DOA Requirements

Required education level Bachelor degree or equivalent

Area(s) of specialisation engineering, business management, project management, development studies, social science or a related field.

Required experience

Required experience ³

management and implementation of development projects. Experience in projects related to disability inclusion, universal design or accessibility is

Required skills and experience

required. • Understanding of regional accessibility codes (such as Asia-Pacific region) is desirable; • Strong organizing and planning skills with the ability to multi-task; • Good written and verbal communication skills with well-developed interpersonal skills; • Proficiency in using the Microsoft Office Suite, especially MS Project.

Language

Language	Language skills	Language requirement
English	Fluent	Yes

Area of Expertise

- Administration
- Social work
- Health

Driving license required

No

Type of driving licenses

Competencies and values

- Accountability Adaptability and Flexibility Building Trust Client Orientation Commitment and Motivation Commitment to Continuous Learning Communication Creativity Empowering Others Ethics and Values Integrity Judgement and Decision-making Knowledge Sharing Leadership Managing Performance Planning and Organizing Professionalism Respect for Diversity Self-Management Technological Awareness Vision Working in Teams

Other information

Living conditions and other remarks

Bangkok allowed basic living needs, including accommodation, banking facilities, medical facilities and telecommunications/internet services are readily available. All staple foods can be found in the markets, eg: rice, meat, vegetables, fruit, cooking oil, salt, etc. Many imported goods are available in Bangkok and other places throughout Thailand. Bangkok has many good restaurants with good health standards and most guesthouses provide food. In Thailand, the most used means of transportation are taxi or local bus. Mobile phone is the most dependable tool to be in-touch with colleagues and friends. Internet service is readily available and affordable at most apartment complexes. ATMs are everywhere in Thailand and Western cards can usually be used to withdraw Thai Baht. For those with children, schooling options in Bangkok are to be well evaluated and determined before taking your children at duty station. School fees and area really depends on your preferences. Admission fees for school in Thailand ranges from \$3,000 - \$9,000 and tuition fee from \$5,500 - \$25,533 (per annum). Depending on educational quality and the area which comes with price tags, you may need to explore more on schools to find out what they could offer that serves the needs of your children. No specific allocation is available for schooling and Volunteers will need to bare the entire costs.

<https://www.unv.org/>