

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BTNR000006--Programme 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 | Bhutan |
| Host Institute | United Nations Development Programme |
| Volunteer Category | International Specialist |
| Number of Volunteer | 1 |
| Duration | 24 months |
| Expected Starting Date | 01-10-2021 |
| Duty Station | Thimphu [BTN] |
| Assignment Place | Family Duty Station |
| Assignment Place Remark | |

Living Conditions

Bhutan is a relatively stable and peaceful country, nestled in the Himalayas, with a GDP per capita of 3,316.176 USD (World Bank, 2019). The capital, Thimphu, is located at an elevation of 2,334 meters where the summers are warm, and winters are chilly. The Bhutanese currency Ngultrum is pegged with the Indian Rupees and one USD is equivalent to 72.31 Ngultrums. In the capital, rented flats range from Nu.7000-17,000 (96 to 250 USD) while furnished apartments cost around 300 to 700 USD. Public transportation including taxis are cheap starting from 0.3 USD to 5 USD. Groceries and other food items would amount to around 300 dollars a month. Bhutan provides free basic health and education and as per Article 9 of the Constitution of Bhutan, access to universal basic health services is free to all individuals living in the country. The country's national language

is Dzongkha but the local populace is comfortable in using English which makes day to day conversations easy.

Assignment Details

Assignment Title

Programme Officer

Organizational Context & Project Description

Working in 170 countries and territories, UNDP strives to eradicate poverty and reduce inequalities. UNDP also assists countries in building resilience while ensuring that the planet is protected. In order to sustain the progress countries have made, UNDP supports countries in developing strong partnerships and institutions. UNDP aims to contribute to the sustainable development of countries while ensuring that it is inclusive and that “no one is left behind.” To accelerate efforts of countries to achieve the Sustainable Development Goals, UNDP identified approaches named as ‘Signature Solutions’ which focus on poverty reduction, promotion of democratic governance, crisis prevention and building resilience, protecting the environment through nature based solutions for development, encouraging clean and affordable energy and promoting gender equality.

In Bhutan, UNDP focuses on a) environment, climate change and livelihoods and b) inclusive governance and access to justice. Besides funding developmental projects, UNDP works towards being a proactive knowledge partner in its support to countries, offering technical expertise and working in collaboration with the governments and local communities.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of Portfolio Manager of the Governance Team, the UN Volunteer will undertake the following tasks:

- Support the Governance portfolio in implementing the Governance Multi-Year Framework;
- Draft reports, proposals and other documents related to the work of the team;
- Conduct research, analysis and M&E-related activities;
- Conduct other tasks as required.

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

Governance MYF is successfully implemented in collaboration with UNDP colleagues, Government counterparts and other relevant stakeholders;

- 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 Bachelor degree or equivalent

Education - Additional Comments

International relations, development studies, or a related field

Required experience 24 months

Experience Remark

- At least two years working in international development with an international organisation, NGO, Government etc.
- Experience working in the field of democratic governance (including local governance, access to justice/rule of law, parliamentary and electoral support, gender equality, citizen engagement) will be an asset

Language

- English (Mandatory) , Level - Fluent
- AND - Dzongkha (Optional) , Level - Working Knowledge

Area of Expertise

- Other development programme/project experience Mandatory

Area of Expertise Requirement

| Expertise | Mandatory yes/no |
|---|---------------------------|
| Democratic governance | No (but will be an asset) |
| Knowledge of basic research methodologies | No (but will be an asset) |

Need Driving Licence No

Competencies & Values

- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Communication
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

Condition of Service

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

Conditions of Service for International Specialist:

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 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) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) 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 US\$ 1,682. The VLA base rate is a global rate across the world, while the PAM is duty station/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

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We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

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 volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and 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 periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

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 Entity](#))

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).

Application Code

BTNR000006-9515

Application procedure

Prerequisites

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 here: [JICA website](#).

This is a UN Volunteer assignment and eligible candidates must be 25 years of age or older.

Selection process

Only shortlisted candidates will be contacted. The selection will be done by the UN Host Entity at the level of the country of assignment, via competency-based interviews held via skype or telephone.

How to apply

Please apply via the link below. You can then either log in if you already have an account or register via '[Candidate Signup](#)'.

You may apply to a maximum of three assignments per advertisement and indicate your order of preference in the 'Additional Remarks' section of your profile.

Application deadline: 20 June 2021

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/QIROUjAwMDAwNg==>

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.