



## 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 Poverty Reduction
2. **Type of Assignment:** International UN Youth Volunteer
3. **Project Title:** Inclusive Economic Development
4. **Duration:** 12 months
5. **Location, Country:** San Salvador, El Salvador
6. **Expected Starting Date:** March 2016
7. **Brief Project Description:** Youth Economic Empowerment, Rural Development, Supplier Development Program, and Youth Entrepreneurs.
8. **Host Agency/Host Institute:** UNDP El Salvador
9. **Organizational Context:**

The Unit of Poverty Reduction is the area on which El Salvador CO contributes to UNDP corporate results frameworks and strategies related to social programmes that aim to attend and reduce poverty. Particular focus is put under productive development interventions focused mainly in three programs: Rural Development, Supplier Development Program, and Youth Entrepreneurs.

The Country Office has a new strategy in Inclusive Economic Development and will require project design and resource mobilization. The Strategy emphasizes in UNDAF Outcome 2.1: The government have improved design and implementation of capacities to promote in a sustainable manner, inclusive actions towards the promotion of productive development, opportunities and decent jobs, emphasizing SMEs, youth and women.

[http://www.nacionesunidas.org.sv/new/images/abook\\_file/undaf-2011-2015.pdf](http://www.nacionesunidas.org.sv/new/images/abook_file/undaf-2011-2015.pdf)

### United Nations Volunteers

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

Email [information@unvolunteers.org](mailto:information@unvolunteers.org) <http://www.unvolunteers.org>

UN Volunteers is administered by the United Nations Development Programme (UNDP)



Another area of interest is dialogue promotion among private sector and government institutions in a constructive discussion towards the reaching of consensus in sectorial bets to improve levels of investment and employment generation in the private sector.

This assignment supports the Youth component of the UNV Strategic Framework as well as the global project output: *UN entities are more effective in delivering their results by integrating high quality and well supported UN Volunteers and volunteerism in their programmes*. Additionally, it follows the mandate of UNV Strategic Framework of strengthening volunteer infrastructures and promoting youth participation for poverty reduction.

**10. Type of Assignment Place:** Youth Volunteers assignments are always without family

**11. Description of tasks:**

Under the direct supervision of the Coordinator of Poverty Reduction Unit, the UN Youth Volunteer will undertake the following tasks:

- Take active participation in the planning, programming and monitoring of projects and meetings led by Poverty Reduction Unit.
- Active participation in partnerships, networks, knowledge networks and communities of practice in issues related to poverty and productive development.
- Support the development, implementation and preparation of projects related to productive development, policy dialogue in related matters to competitiveness, social corporate responsibility and entrepreneurship.
- Support the development of alliances with UN agencies, government entities, bilateral and multilateral donors, private sector, civil society, whose work is related to areas of poverty reduction and productive development, taking into account the needs of the country, UNDAF (United Nations Development Assistance Framework) and UNDP country office strategies and donor priorities.
- Analyse and research on the political, economic and social atmosphere concerning related areas of productive development, competitiveness and social corporate responsibility.
- Promote knowledge management of related matters to programmes and projects managed by Poverty Reduction Unit.

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.



## 12. Results/Expected Output:

- Under the guidance of his/her supervisor
  - At least one project related to corporate social responsibility and/or dialogue promotion among private sector and government institutions, designed and implemented.
  - At least one research paper/document related to private sector and related matters to programmes and projects managed by Poverty Reduction Unit
- A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.

## 13. Qualifications/Requirements:

- Academic background: Advanced university degree in economics, business administration, or any field related to social sciences and international development.
- Previous experience (ideally a min of one year), in humanitarian, development and/or peace related field. Demonstrated experience in project development and management.
- Previous experience with the UN system and/or UNDP project management would be an asset.
- Previous experience in a civil society setting and/or as a volunteer with volunteer management and/or promotion of volunteerism is a distinct advantage.
- Language skills: fluency in English and Spanish.
- Computer literacy: MS Office, (Word, Power Point and Excel as a minimum), and prior use of project management software is desirable.
- Competencies: Excellent people skills, service oriented, proven planning, partnership building, networking, advocacy, communication and marketing capacity and the ability to work in a multicultural environment. Proactive, results oriented, good research and report writing experience
- UN Youth Volunteers must be between 18 and 29 years for the whole duration of their assignment.

## 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 El Salvador will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. UNDP El Salvador 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:

El Salvador is a middle income country with good living standards. It is the smallest country in continental America and is affectionately called ("Pulgarcito de America"), the "Tom Thumb of the Americas". It has 123.6 square miles (320 km<sup>2</sup>) of water within its border. It is the only Central American country that does not have a Caribbean coastline. The highest point in the country is Cerro El Pital at 8,957 feet (2,730 m), which shares a border with Honduras.

El Salvador has a tropical climate with pronounced rainy (May to October) and dry seasons (November to April). Temperatures vary primarily with elevation and show little seasonal change. The Pacific lowlands are uniformly hot; the central plateau and mountain areas are more moderate.

There is a moderate vulnerability of the country to the effects of natural disasters, such as seismic swarms, earthquakes, tropical storms and floods which is a challenge for the UN System together.

The insecurity is a phenomenon that is of similar characteristics in all countries in the region. That means crimes against life and property primarily are also present in El Salvador.

Residents and visitors should exercise an appropriate level of alert in both official and private activities.

Adequate level of prevention in daily activities will greatly help to prevent security incidents.

## 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 for Youth Volunteers which is supplemented 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 current PAM for this assignment in El Salvador is 32.1 %. See ICSC website <http://icsc.un.org> for more information on the applicable PAM rates.

In addition, UN Youth Volunteers are provided a one-time settling-in-grant (if applicable); a family allowance (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, **born on or after 1st January 1989**, 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=YTH15FFITA\\_SLV](http://ereta.unv.org/html/index.php?module=myprofile&ad=YTH15FFITA_SLV). The advertisement code **YTH15FFITA\_SLV** will appear automatically under the 'Special Recruitment' tab of your UNV profile and can be changed from there if needed.

**Important:** *Once you have created your UNV account and after validating your email address, please complete all sections of your profile. Your application can only be considered once you have clicked on the green 'Submit My Profile' button. As a confirmation of your successful registration, you will receive an email with your UNV roster number.*



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 Descriptions of Assignments in the 'Additional Remarks' section of your profile by entering there 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 8<sup>th</sup> November 2015** (applications received after that date will not be taken into consideration).

Only shortlisted candidates will be contacted.