UN 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. Volunteer Category: National Youth**

**2. Type of Assignment Place: National UN Volunteer (Chinese nationals only)**

**3. Assignment Title: Youth Development Project Assistant**

**4. Link with UNV Strategic Framework :** **Youth**

**5. Duty Station, Country: Beijing, China**

**6. Duration (in months): 12 Months**

**Possibility of Extension (Yes/No) Yes**

**7. Expected Starting Date: September 2023**

**8 Host Agency/Host Institute: UNDP**

**9. Sustainable Development Goals:**

**SDG 8** Decent work and Economy Growth

**10. Organizational Context/Project:**

**UNDP China**

The United Nations Development Programme (UNDP) is the United Nations' global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. It is on the ground in 170 countries, working on solutions to global and national development challenges. UNDP in China fosters human development to empower women and men to build better lives. As the United Nations' development network, UNDP draws on a world of experience to assist China in developing its own solutions to the country’s development challenges. Through partnerships and innovation, UNDP works to achieve the Sustainable Development Goals (SDGs) by reducing poverty, strengthening the rule of law and democratic governance, promoting environmental sustainability and South-South Cooperation.

Align with the UNDP Youth Strategy, UNDP China aims to support youth development as a major contribution to sustainable development. To create an inclusive and enabling environment for empowering youth in achieving SDGs, UNDP China and their counterparts are implementing a multi-year Youth Project to empower youth in achieving SDGs.

**United Nations Volunteers (UNV) programme**

UNV is committed to promoting world peace and development through volunteerism. UNV cooperates with partners to send high-quality, enterprising volunteers with all-round commitments to participate in peace, development, humanitarian and other fields and advocate the value of volunteerism and enhance the global recognition of volunteerism.

**UNDP China Youth Portfolio**

UNDP China has undertaken considerable effort to mainstream young people in its work. Hosting a large youth portfolio in Asia-Pacific, currently, there are 3 ongoing youth projects in UNDP China.

**You leadership, Innovation and Entrepreneurship (Youth Co:Lab)**

Youth Co:Lab is a regional youth project co-created by UNDP and Citi Foundation in 2017. It aims to set a common agenda for Asia-Pacific countries to invest in and empower youth to accelerate implementation of the Sustainable Development Goals (SDGs) through leadership, innovation and entrepreneurship. By developing 21st Century skills, catalyzing and sustaining youth-led start-ups and social enterprises across the region, Youth Co:Lab is positioning young people front and center in order to solve the region’s most pressing challenges.

In China, Youth Co:Lab work closely with the All-China Youth Federation, China Youth Daily, the China Soong Ching Ling Foundation (SCLF), China Soong Ching Ling Science & Culture Centre for Young People (SCLSCC) and Citi China on empowering young people to lead social change in their communities through social innovation and entrepreneurship.

As of April 2023, more than 200 youth-led start-ups have started their entrepreneurship journey with the support of Youth Co:Lab.

**Promoting Youth Participation in Sustainable Development**

UNDP China has been working with UNV, China Soong Ching Ling Foundation (SCLF), China Soong Ching Ling Science & Culture Centre for Young People (SCLSCC) and China International Center for Economic and Technical Exchanges (CICETE) to promote youth participation in sustainable development in China. The Innovative Demonstration Project on Promoting Youth Participation in Sustainable Development and Building a Community with Shared Future for Mankind started in 2019 and the project was extended with extra 3 years till the end of 2025.

The project envisions to be the leading youth platform on SDGs education through setting up Youth SDG Academy in China. Flagship youth initiatives like *Little River Officer* and *Movers Programme* motivated national youth movements on SDGs learning among young people at a grassroots level. As of April 2023, 16 toolkits on SDGs and 21st Century skills were nationalized with over 100 organizations joined the SDGs education through Movers Programme, over 28,700 young people trained from the SDGs toolkits.

**Promoting Sustainable Urban Development through Volunteer Service**

UNDP China has been working with UNV, Beijing Volunteer Federation (BVF) and China International Center for Economic and Technical Exchanges (CICETE) to explore effective pathways of volunteering for sustainable urban development. The partnership with BVF started in 2007 on training 2008 Beijing Olympics volunteers, the new phase of partnership launched in 2021 will empower young talents, volunteer organizations and local communities to form a dynamic integration of volunteering and urban governance with deepening understanding of SDGs on 2022 Beijing Winter Olympics and Beijing Paralympics.

It will establish a collaboration network among Olympic host cities for sharing of knowledge and successful stories on volunteering for sustainable urban development, in the meantime, it will strengthen the capacities of national young volunteers for development work.

During the 2022 Beijing Winter Olympics and Beijing Paralympics, the project directly trained over 20,000 volunteers.

**11. Description of tasks:**

Within the delegated authority and under the supervision of Youth Development Analyst or his/her designated mandated representative(s), with dotted reporting line to Youth team in UNDP China, the UNV Youth Development Project Assistant will:

**Assist the Youth Development Analyst in the management and implementation of the projects:**

* Assist in project planning and implementation, including Concept Note, Annual Work Plans, Terms of References and other project management documents;
* Design and support the implementation of project activities;
* Liaison with vendors and ensure their deliveries for the project in a timely manner;
* Guarantee the timely implementation of the project and monitor its quality;
* Make timely financial reports and expenditure plans;
* Develop and implement the annual work plan framework to ensure regular, mid-term and year-end monitoring and evaluation by coordinating the output and results of the project;
* Complete other tasks assigned by the Project Office.

**Promote supervision and communication among project partners and participate in project activities involving or organized by partners:**

* Regular project reporting mechanisms are guaranteed through daily communication and monthly project meeting arrangements between the Project Management Office (PMO), the China International Center for Economic and Technical Exchange (CICETE), the United Nations Development Programme (UNDP) and the United Nations Volunteers (UNV) programme.
* Maintain regular communication between CICETE, UNV, UNDP and other key stakeholders on project financial management and respond promptly to requests for budget preparation, budget revision and project financial reporting.
* Develop and implement the M&E framework to ensure regular, mid-year and year end monitoring and evaluation by aligning with project outputs and results and make technical suggestions on adjustment.

**Provide assistance to the coordination and implantation of UNTGY Youth Consultation Group**

* Provide coordination, communication and administrative support to the host and co-host of the consultation group, and members of the UNTGY to deliver joint activities on adolescent and youth engagement, including but not limited to online and offline events, advocacy campaigns, knowledge products, and consultations, etc.
* Provide assistances to coordination, communication, liaison, and administration to regular and ad hoc meetings and joint activities by the UN Consultation Group on Youth.
* Provide relevant documents drafting support on meetings.
* Provide technical and administrative support on knowledge products management such as the development of key findings of consultation meeting, in coordination with youth, various UN agencies and external experts.
* Perform other duties as required by the UNTGY Secretariat and the Youth Consultation Group Chair.

**Facilitating the management of knowledge products and multilateral knowledge sharing and learning**

* Collect, analyse and compile relevant data, information in the areas and contribute to the international and cross-country learning and sharing initiatives
* Facilitate the organization of international conference/forum to support multilateral knowledge exchanges and experience sharing
* Support the translation in both Chinese and English for key events, publication, daily communication with UNV HQ, UNDP Bangkok Regional Hub and Field Unit as well as other ad hoc translation work

In addition, as an active UNDP China Youth team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP China and its beneficiaries in the accomplishment of her/his functions, including:

* Strengthened engagement with targeted domestic and Asia-Pacific youth network;
* Effective support to the design and implementation of the UNDP China’s youth projects;
* Effective support to assure the quality of youth events and youth materials, including reports, issue briefs, speeches, press releases, briefing notes, etc;
* 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

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.

**12. Qualifications/Requirements:**

**Education:**

* Bachelor or higher degree in communications, social work, international relations, public Administration or any related field;
* Good command of English and Chinese, written and oral;
* Knowledge in managing development projects in financial, technical and administrative aspects is a great asset;
* Demonstrates ability to effective maintain relationships with different stakeholders including government agencies, academia, international and national volunteer organizations;
* Innovative forward thinking, sound coordination and organizational skills, teamwork;

**Professional experience:**

* Relevant youth work experience, preferably at the national or international level in the formulation, implementation, and monitoring of development projects is an asset;
* Previous experience with the UN system and government agencies, including solid knowledge of UN/UNDP programme and operations policies and procedures is an asset. Working experience with government partners, civil society is highly preferred;

**Language Requirements:**

* Good command of English and Chinese, written and oral;
* Demonstrates commitment to UN’s mission, vision and values;
* Demonstrates sound judgment, diplomacy and sensitivity to confidential matters;
* Previous engagement with youth-related work is an asset;
* Previous assignment in a similar position would be desirable;
* Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels;
* Strong interests in youth work;

**Competencies and values:**

* Professionalism: demonstrated understanding of operations relevant to UNDP China; technical capabilities or knowledge relevant or transferrable to UNDP China procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
* Integrity: demonstrate the values and ethical standards of the UN and UNDP China in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization’s interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority;
* Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;
* Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.  
  Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;
* Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;  
  Flexibility: adaptability and ability to live and work in potentially hazardous and remote conditions, involving physical hardship and little comfort; to operate independently in austere environments for protracted periods; willingness to travel within the area of operations and to transfer to other duty stations within the area of operations as necessary;
* Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards UNDP China’s mission and vision, as well as to the UN Core Values.

**13. Living Conditions:**

The duty station of the national UN Volunteer is located in Beijing city, where modest public infrastructure and health services are available. It is the foremost political and cultural metropolis in China. The city has excellent health services available.

In general, rent for apartments in central locations is high relative to other regions in China, but quality is good. Beijing is well served by many shopping malls, large supermarket chains and international brands. Buses and subways are the most common form of mass transportation. Metered taxis are widely available and domestic and regional travel by train and airplane is popular.

**14. [Conditions of Service](https://www.unv.org/sites/default/files/unvpf/UNVcos2021%20Complete%20hi-res-final_compressed_30.08.2021.pdf) for national UN Volunteers**

The National UN Volunteer receives a standard volunteer living allowance (VLA), which is intended to cover their accommodation and basic living expenses. In China the VLA is 8161.91 RMB per month. The National UN Volunteer is entitled to an excellent health, life and disability insurance package. A modest Settling-in Grant and end of assignment allowance will also be provided, along with travel to and from the duty station. International travel to duty station will not covered by UNV. The National UN Volunteer is entitled to 2.5 days personal leave per month and government official holidays.

***Please kindly attach your Funding authorizations (Request letter)***

*Inclusivity statement*

*United Nations Volunteers is an equal opportunity programme that welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, care protected characteristics. As part of their adherence to the values of UNV, all UN Volunteers commit themselves to combat any form of discrimination, and to promoting respect for human rights and individual dignity, without distinction of a person’s race, sex, gender identity, religion, nationality, ethnic origin, sexual orientation, disability, pregnancy, age, language, social origin or other status.*