



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.

General

Assignment title:	External Relations Associate
UN Host Entity:	UNICEF
Country of assignment:	Albania
Duty station:	Tirana
Family / non-family duty station:	Family Duty Station
Volunteer category:	International UN University Volunteer
Duration:	5 months
Expected starting date:	20 September 2022
Sustainable Development Goal:	17. Partnerships for the Goals

Details

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Organization mission and objectives

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does - in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life - in its social, political, economic, civic and cultural dimensions - her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens - addressing inequity - not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Assignment context

This assignment is part of UNICEF Albania's major strategies – partnership and will support UNICEF office in Albania in improving its partnership management (nurturing and developing). The UNV will assist the Deputy Representative in developing high quality donor proposals and reports as well as other knowledge management tools.

Task description

Under the direct supervision of the Deputy Representative, the UN University Volunteer will undertake the following tasks:

- Contributes to high quality reporting to donors and internally to UNICEF (external and internal)
- Assist in the development of high - quality concept notes, donor proposals, visuals for meeting, donor profiles and similar documents
- Support the development of Human-Interest stories with CSO partners
- Support setting up and organizing meetings with development partners

The above tasks can be carried out even in the case when the incumbent will be teleworking.

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.
- 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.

Requirements

Required education level Secondary Education

Minimum experience 0 years

Area(s) of expertise: Currently studying towards a degree in English language or in developmental studies or any other relevant field.

Skills and experience description

- Demonstrated interest and/or experience in **concept writing, communication**
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Excellent writing skills

Language skills

English mandatory optional
 basic fair working knowledge fluent mother tongue

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 basic fair working knowledge fluent mother tongue

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 basic fair working knowledge fluent mother tongue

Competencies and Values:

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others

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- 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

Driving license needed:

No

Living conditions

Albania is a small country in the south eastern part of Europe. It is part of the Balkan peninsula together with few other states. It has gone through a lot of positive economic growth during the last years and it is fast developing towards being a member of the European Union. The UN presence in Albania is strong with 17 representatives' agencies with 7 of them being resident in the country. UNICEF contribution is important and is valued and appreciated a lot by the Government and other national and international stakeholders in the areas of child wellbeing and protection. Albania is a vivid country, visited by many foreigners who appreciate a lot the immense beauty of the natural landscapes combined with the warmth and hospitality of Albanian people.