



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 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:** Communication and Youth Networking Assistant
2. **Type of Assignment:** International University UN Volunteer
3. **UNV Programme Strategy:** Advocacy, Mobilization, Youth as cross-cutting theme
4. **Project Title:** UN Youth Volunteer Programme
5. **Duration:** 5 months
6. **Location, Country:** Manila, Philippines
7. **Expected Starting Date:** September 2014

8. Brief Project Description:

The UN Volunteers programme (UNV) is the sole UN organization which contributes to peace and development through volunteerism. It was established by the UN General Assembly in 1970 and its mandate is to recruit, place and administer qualified volunteers, providing professional support to UN Agencies, Funds and Programmes. This programme is administered by UNDP but acts as a development partner for the entire UN system.

Since the Philippines first joined the UNV Programme in 1972, the country has consistently been one of the largest suppliers of volunteers in the world. Filipinos constitute one of the largest number of volunteers serving abroad, with a total of 215 Filipino UN Volunteers in 2012. Filipinos are notably found to have strong mobilization skills - a volunteer profile considered to be essential for effective and enduring development actions.

International UNV volunteers were first deployed to work in the Philippines in 1981. The majority of some 100 volunteers served as UNV Domestic Development Service (DDS) Field Workers. Hosted across every region of the Philippines, they primarily worked with local government units and NGOs in rural areas. Principally experienced in the fields of agriculture and appropriate technology, these Field Workers focused their skills in the promotion of self-reliance at the grassroots level.

The concept of solidarity is deeply rooted in the Philippine culture: they believe in the power of community, interrelation, social network and work together more than as individual. In this sense, volunteerism and Philippine philosophy go in hand in hand.

United Nations Volunteers

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



8. Host Agency/Host Institute: UNV Field Unit/UNDP

9. Organizational Context: Under the direct supervision of the UNV Programme Officer (PO), the Communication and Youth Networking Assistant will undertake efforts that help realize activities related to youth volunteering, with a particular focus on knowledge building, communications, and network development.

10. Type of Assignment Place: Assignment without Family

11. Description of tasks: The Communication and Youth Networking Assistant will be responsible for delivering key tasks in the following areas under the direct supervision of the UNV Programme Officer(PO):

- a) Support the UNV Field Unit to establish and strengthen the networks with Youth and Youth related organizations.
 - Collect data/information to develop the directory of volunteer involving organizations related to youth issues.
 - Coordinate with government agencies and with schools/universities through the Social Action Office or Student Affairs Office.
 - Assist in exploring the possible collaboration options for UNV with UN agencies and other partners in light with the UNV Strategic Framework with a particular focus on youth
- b) Support UNV Field Unit efforts to enhance the capacity in the area of communication and advocacy.
 - Collect information/data on volunteer stories, good practices, audio visual materials(video and photos) with a particular focus on the impact of volunteerism in peace and development and develop them for UNV publications/website, newsletters, social media, etc;
 - Regularly update UNV Philippines Website and Facebook page
 - Assist with planning and organizing series of information sessions, forums, discussions, and meetings to promote and strengthen volunteering
- c) Support UNV Field Unit with the organization of upcoming events and related volunteer activities.
 - Assist UNV Field Unit in organizing events for the International Volunteers Day 2014 and activities for National Volunteer Month (December) in collaboration with partners
 - Assist UNV Field Unit in conducting other extra volunteer activities that might arise during the assignment period.
- d) Perform other functions as may be assigned by the supervisor

Furthermore, the UN 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 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:

- Youth volunteering networks are strengthened.
- Issues related youth volunteerism and youth engagement are identified and useful knowledge is gathered to contribute to the formulation of the project idea for Global Youth Programme.
- Publication of quality photos and communications material (blog posts, web articles, etc.) are gathered/produced and shared with UNV HQ in a timely fashion.

13. Qualifications/Requirements:

- Current enrolment in a university degree programme in the area of social science, humanitarian development or related field;
- Excellent skills in interpersonal relations, networking, and communication;
- Good Knowledge and practical experience in youth development issues, youth volunteerism, and development policy in general is asset;
- Excellent writing skills in English;
- Fluency in spoken and written English.
- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others), Additional skills in computer applications including graphic design, website design and management is an asset;
- Photography, photo curation and/or videography experience is an asset.

14. Living Conditions:

The Philippine archipelago is geographically located between latitude (approximately) 4o23'N and 21o25'N and longitude (approximately) 112oE and 127oE. It is composed of 7,107 islands, with a land area of 299,764 sq. kilometres. Its length measures 1,850 kilometres, starting from the point near the southern tip of Taiwan and ending close to northern Borneo. Its breadth is about 965 kilometres. The Philippine coastline adds up to 17,500 km. Three prominent bodies of water surround the archipelago: the Pacific Ocean on the east, the South China Sea on the west and north, and the Celebes Sea on the south. This position accounts for much of the variations in geographic, climatic and vegetation conditions in the country.

Metro Manila is strategically located in the middle of Luzon, on the eastern coast of Manila Bay and at the mouth of the Pasig River, sprawled over an area of 626 sq.km. Manila sits in the middle of a swampy deltaic plain formed by accumulated sedimentary deposits from the Pasig River and other streams. The city is between the bay to the west, the highlands to the east, and Laguna de Bay to the southeast. Most of its densely populated areas are found along the Pasig River running across the metropolis dividing it into two sections - the north and the south.

The local climate is hot, humid, and tropical. The average yearly temperature is around 26.5 °C (79.7 °F). There are three recognized seasons: The hot season or summer from March to May, the rainy season from June to November, and the cold season from December to February.

Metro Manila is the capital of Philippines and a very modern city with amenities for modern living. Various living choices are available to suit one's budget. People of Philippines are very friendly and amicable. Manila is classified as "A" – the lowest hardship for a developing country posting—and all western amenities (food, clothing, restaurants) are available in the city. Traffic congestions and air pollution is a nuisance to some inhabitants.

Housing is readily available and one should be able to find suitable permanent accommodation within two weeks. Price may range from P 8,000 to 20,000 depending on the location and the type of accommodation one chooses (provincial accommodations are cheaper).



Metered and fixed rate taxis are widely available in key cities nationwide. Jeepneys and buses are inexpensive ways of getting around in most places. In Metro Manila the fastest way of commuting is via the railway system.

The Pesos (PHP) is the official currency and is used for most transactions in the Philippines. ATM machines are available in urban areas. Banks are open from 9:00 a.m. to 3:00 p.m., Mondays to Fridays, with automated teller machines (ATM) operating 24 hours. Western Union has facilities in most towns, cities and provinces. Traveler's cheques and major foreign currencies can be changed in most commercial banks and Central Bank dealers. They are also accepted in the majority of hotels, shops and restaurants. MasterCard, Visa, American Express and Diner's Club are widely accepted in major organizations across the big cities of the Philippines.

15. Conditions of Service:

Five months' contract according to the terms and conditions established in the Memorandum of Understanding between UNV and KGU.

Description of Assignment prepared by:

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Date: 19 February 2014

Description of Assignment approved by UNV HQ:

Date: February 2014