



## 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. **UNV Assignment Title:** Youth and Volunteerism Coordinator
2. **Type of Assignment:** International University UN Volunteer
3. **Project Title:** Youth and Volunteerism Project
4. **Duration:** 5 months
5. **Location, Country:** Vientiane, Lao PDR
6. **Expected Starting Date:** September 2014
7. **Brief Project Description:**

Over 50% of the population of Lao PDR is under the age of 25, meaning that including youth participation in the development process must be seen as crucial for inclusive and sustainable development. Promoting volunteerism among this demographic will strengthen solidarity within the youth community, build vital capacities, and enable Lao youth to take ownership of the changes taking place within their country through increased awareness of development issues and participation.

In line with the strategy and aims of this initiative, the UN Volunteer Field Unit in Lao PDR is expanding its activities related to youth development and volunteerism. The Youth and Volunteerism Coordinator will be expected to take the lead in designing, implementing and coordinating new activities with UNV's partner agencies, as well as actively networking to build new partnerships and positively maintaining existing ones.

The UNV field unit is currently working with three main partners on issues related to volunteerism and youth development; The Lao Youth Union, The Lao National University and the Vientiane Youth Centre. The coordinator will work closely with Lao National University to help implement their alcohol and substance abuse prevention scheme among students, as well as advocating for inclusive volunteerism as a means of strengthening youth solidarity and creating opportunities for students to volunteer.

8. **Host Agency/Host Institute:** UNV Field Unit, UNDP Lao PDR

### 9. Organizational Context:

This assignment will give the selected candidate experience of the role that UNV plays in Lao PDR's development strategy, as well as exposure to working with the Lao academia on issues relating to youth development. The coordinator will be based in the UNV Field Unit, an office of two colleagues which



coordinates and manages all programmes on a country level, provides support and guidance to volunteers, and advocates for the fundamental role of volunteerism within the country's development strategy. As a small office, it is quite close and provides a friendly working environment for the candidate who can expect useful advice and mentoring at any time during the assignment. The candidate has the opportunity to interact with many other UNDP colleagues in other units and other UN agencies living in the same compound through official and social events.

**10. Type of Assignment Place:** assignment without family

**11. Description of tasks:**

Under the direct supervision of the UNV Programme Officer, the UN Volunteer will undertake the following tasks:

- Liaise with the Department of Social Work and Social Development at the Lao National University to agree on an MOU for collaboration and take responsibility for implementing and coordinating all activities agreed upon; previously discussed activities include: providing support for their alcohol and substance abuse campaign, arranging for guest speakers to support classes on volunteerism, implementing an internship scheme for students at the university to undertake at the UNV Field Unit, creating voluntary opportunities for students to participate in, sharing information with students about the role of UNV within the UN and the development process, building partnerships with other universities in developing countries to facilitate South-South cooperation.
- Discuss further with Lao National University the possibility of collaborating together to execute a photo exhibition showcasing the work of UN volunteers and volunteers from partner agencies in Lao PDR.
- Keep abreast with the activities of voluntary and youth organisations in Lao PDR, and explore possibilities for further partnerships and opportunities for collaboration.

Furthermore, UN Volunteers are encouraged 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 IVD);
- 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 and UNDP 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. Results/Expected Output:**

- Strengthening of the Lao youth community's sense of solidarity, appreciation of the value of volunteerism and understanding of development issues.
- An enhancement of leadership and decision making skills in the Lao youth community, who can then go on to be role models.



- Raised awareness of the dangers of substance abuse, alcohol and criminality among Lao youth, and deter this demographic from engaging in such activities. Greater respect for the rule of law among Lao youth, and a greater sense of ownership within the community.
- UNVs existing partnerships will be strengthened and new partnerships created.
- Deepening of the knowledge base of volunteer activities in the country at the UNV Field Unit's disposal.
- The candidate's understanding of volunteerism, the UN system and the role of UNV within the development process will be deepened.

### 13. Qualifications/Requirements:

The candidate is expected to have the following qualifications and experience:

- Currently enrolment in a university degree programme
- Experience of volunteering
- Commitment to engaging with youth and the principles of volunteerism
- Strong interpersonal, communication and facilitation skills
- Mature personality with experience working in mixed cultural teams with respect
- Sound knowledge of MS Word, Excel, PowerPoint and relevant software
- Strong English language proficiency – oral and written

### 14. Living Conditions:

The position will be based in the capital, Vientiane. Living conditions in Vientiane are comfortable but residents must make concessions due to the tropical climate and under-developed infrastructure. Most commodities may be purchased in Vientiane.

The duty station is a relatively peaceful place to settle in with living expenses being quite reasonable. The medical conditions in the country may be somewhat a concern, but with easy access to neighboring cities in Thailand for better medical care.

The UN Volunteers office and UNDP Governance colleagues will provide any assistance it can to help the candidate settle in.

There are quite a few other IUNVs stationed in this country, thus making it easy to get acquainted with each other and exchange experiences.

Lao PDR has a large Japanese community, restaurants and some shops.

### 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 the UNV Field Unit/UN Agency:

Ms Carla del Castillo Fontanals, UN Volunteers Project Officer, Lao PDR

#### Date:

10th February 2014

#### Description of Assignment approved by UNDP/RR/CD or UNV Field Unit:

#### United Nations Volunteers

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



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inspiration in action

Ms Carla del Castillo, UN Volunteers Project Officer, Lao PDR

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