



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 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:** UNV Youth Volunteering Officer
2. **Type of Assignment:** International University UN Volunteer
3. **Project Title:** UN Youth Volunteer Programme
4. **Duration:** 5 months
5. **Location, Country:** Suva, Fiji
6. **Expected Starting Date:** September 2014

7. Brief Project Description:

Young people account for a large proportion of the population of Pacific Island countries and territories (PICTs). The youth age group of 15–24 years accounts for nearly two million people, which is close to a fifth of the regions's total population. As many as a third of the adult working age population are aged 15–24 years. This sheer weight of numbers, and the particular challenges young people face in their transition to independence, creates pressures which demand responses from governments, regional agencies, donors and the wider community. Studies have shown that return on investments on youth range from 200 to 1000 percent in terms of improved educational outcomes, crime prevention, healthier lifestyles, and more. Empowering young Islanders through building capacity and creating access to opportunities is an effective development strategy for the region.

In the line with the UNV Youth Volunteering Strategy 2014-17 and UNV strategic framework (SF) 2014-17, UNV field unit in Fiji is developing its activities on youth volunteerism in the region, in order to contribute more effectively towards the UN Development Agreement Framework (UNDAF) in the next four years. To do so, UNV field unit is currently identifying programmatic opportunities to create space for youth volunteerism, developing its partnership networking in the field and raising awareness about the role youth volunteerism plays in development. The Youth Volunteering Officer will support all this by further enlarging and consolidating the partnership network in the field of youth, and by advocating the recognition of youth volunteerism.

8. **Host Agency/Host Institute:** UNV Field Unit, UNDP Multi-Country Office (MCO)

9. Organizational Context:

United Nations Volunteers

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



The UN Volunteers programme (UNV) is the UN organization which contributes to peace and development through volunteerism. Established by the UN General Assembly in 1970, UNV contributes to peace and development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of to UN Agencies, Funds and Programmes. UNV programme is administered by UNDP, but acts as a development partner for the entire UN system.

The UNV Field Unit (FU) in Fiji is based in the UNDP Multi-Country Office (MCO) in Suva. The UNDP MCO and the UNV field unit provide knowledge, experience and resources to 10 countries in the Pacific: Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Palau, Solomon Islands, Tonga, Tuvalu and Vanuatu. UNV field unit consist currently of a Programme Officer and a Programme Assistant, responsible for the all the UNV activities in the region.

Over 600 international and national UN Volunteers have provided support to UN agencies in the region since 1981, in the areas such as health, agriculture, communication, youth, disaster risk reduction, environment, education and many others. UNV FU administers all the UNV assignments, and provides support and advice to all serving UN Volunteers in the region. Furthermore, UNV advocates for the recognition of volunteerism in the Pacific by working together with local and regional civil society organizations, UN agencies and government counterparts. UNV field unit participates in three UN-wide working groups, namely youth, environment and disaster risk reduction, and monitoring and evaluation.

UNV FU supports and facilitates activities of the National Volunteer Steering Committee, which objective is to advocate and to promote volunteerism in Fiji. It has currently approximately 20 volunteer involving organizations as its members. Furthermore, UNV participates in a network of international volunteer sending organizations. Annually, UNV celebrates the International Volunteer Day (IVD) that takes place in December, in collaboration with local and national partners.

As a member of a small UNV Field Unit, the Youth Volunteering Officer will have an opportunity to explore the field of volunteerism in the Pacific, to get insight into how the UN works at the country level, and to interact with a diverse network of partners. While receiving close guidance and mentoring through-out the assignment, the Youth Volunteering Officer will also have an opportunity to implement his/her own project from the initiation to the end, contributing to the promotion of youth volunteerism in the region.

10. Type of Assignment Place: assignment without family

11. Description of tasks: Under the direct supervision of the UNV Programme Officer (PO), the UNV Youth Volunteering Officer will undertake tasks with a particular focus on advocacy and creating opportunities for participation. S/he will be responsible for delivering the following, key tasks:

- Identify, plan and to implement a micro-project on youth volunteerism, creating opportunities for participation and enhancing the recognition of youth volunteerism as a force for development.
- Support the UNV Field Unit advocacy activities by collecting stories and other materials (photos, video stories etc.) of youth volunteering and use them to create advocacy materials such as webstories, a newsletter etc. Disseminate communication materials to relevant stakeholders in the region. Contribute articles/write-ups on volunteering experiences to be used in communication channels by the field unit and the UNV HQ.
- Support the UNV Field Unit team and the National Volunteer Steering Committee to organize and to implement IVD 2014 events.
- Support the UN Working Group on Youth.



In the beginning of the assignment, UNV Youth Volunteering Officer will create a learning plan, reflecting this DoA, expected results and personal interest, which will help her/him to have a fulfilling assignment and a learning experience that meaningfully supports his/her professional development.

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;
- 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 volunteerism networks are strengthened.
- Advocacy materials (eg. a newsletter) are developed, published and disseminated.
- A micro-project enabling youth volunteering is developed and implemented.
- A final statement of achievements on youth volunteerism for development during the assignment is written.

13. Qualifications/Requirements:

- Current enrolment in a relevant, university degree programme in the humanities, social or political sciences, or communication and journalism;
- Good interpersonal, networking, and communication skills;
- Working proficiency in English (written and oral);
- Ability to settle into a new living and working environment;
- Sufficient IT-skills, such as an ability to use Microsoft Office package, social media websites and tool.

The following are an asset but not a requirement:

- Previous result-oriented volunteering activities;
- Interest and practical experience in youth and youth volunteerism issues.

14. Living Conditions:

Fiji, one of the larger countries of the South Pacific region, has a relatively high level of human development and is one of the most developed economies in the region. After nearly a century as British colony, Fiji became independent in 1970. Its multi-ethnic population, which numbers approximately 800,000, is growing slowly due to a moderately low level of fertility and a high level of emigration. The economy rests primarily on sugar production and tourism but is becoming more diverse, with manufacturing now an important sector of employment. Fiji comprises of approximately 330 islands, of which approximately third are inhabited. Fiji covers about 1.3 million square kilometers of the South Pacific Ocean. The two major islands are Viti Levu and Vanua Levu. The capital city is Suva and is located on the South Eastern side of the main island of Viti Levu.



Fiji's population is made up of a mixture of native Melanesian and Polynesian islanders, and a blend of Indian, European, Chinese, Rotuman and Rabi islanders making it a rich and vibrant mix of cultures, sights, sounds and exotic island delicacies. English is spoken widely on the Island and it is the common language of communication although the native indigenous Fijian language is spoken by many as is the Hindi language. Fiji enjoys year round tropical temperatures of between 25-29 degrees making it the perfect location for sun-lovers.

Two big hospitals are located in Suva, Fiji. There are also UN Doctors that can provide first aid assistance and guidance.

The unit of currency is Fiji Dollar.

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: 10 March 2014

Description of Assignment approved by UNV HQ:

Rafael Martinez Gil, Portfolio Manager, East Asia & Pacific

Date: 10 March 2014