



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 Information

- 1. Country of Assignment:** TUNISIA
- 2. Agency Name:** UN Women
- 3. Volunteer Category:** International Youth
- 4. Number of Volunteers:** 1
- 5. Duty Station:** TUNIS
- 6. Duration:** 12 months
- 7. Expected Starting Date:** 15 October 2018
- 8. Living Conditions:**

Tunisia has a total population of over ten million, with about 60% living in urban locations. Tunis is the capital of the country and the largest city (population of approximately two million in and outside the city proper). It is located just six miles (ten kilometers) from the Gulf of Tunis, and sits on the shores of a lake that connects with the Mediterranean Sea. Being a small country, all destinations within Tunisia can be reached in a day's drive. Tunisia is bordered in the southeast by Libya and in the west by Algeria. Tunisia has a Mediterranean climate.

9. Assignment Place: Family Duty Station

Assignment Place Remarks: UN Youth Volunteer assignments are always without family

10. Assignment Title: UN Youth Volunteer in Women' Human rights & electoral processes

11. Organizational Context & Project Description:

The UN Women Tunisia programme presence supports the strengthening of women's capacities in the context of its four intervention areas: governance & women's participation, economic empowerment, ending violence against girls and women, and women, peace & security. The Tunisian program team contributes to the implementation of its programme aiming to:

- Reinforce the legal and institutional framework to ensure gender equality and Women social, economic & political rights.
- Support and reinforce the establishment of national and local mechanisms in order to implement legal framework to promote gender equal opportunities and women's effective political participation.
- Support the establishment of a gender sensitive electoral processes
- Support qualitative and quantitative data collection to support advocacy for legal reforms as well as the SDGs agenda.
- Provide support to gender equality advocates: civil society and national institutions.
- Share best practices to eradicate gender inequality

12. Sustainable Development Goals: 5. Gender Equality

13. UNV Focus Area: National capacity development via
volunteer schemes

14. Task descriptions

Under the direct supervision of Program analyst leadership, political and economical participation, the UN Youth Volunteer will undertake the following tasks:

- Support the implementation of the programmes on Women's human rights & political participation s well as governance.
- Contribute to the preparation of regular correspondence with governmental and civil society counterparts, Maghreb Multicounty office, relating to the implementation of UN Women projects in Tunisia.
- Contribute to the monitoring budgets and provide supporting in administration as per UN Women rules and regulations
- Support the preparation and facilitation of the programmes and project progress meetings, as well as evaluation meetings.
- Support the preparation of concept notes, project proposal related to political participation and promoting gender sensitive electoral processes
- The support of national counterparts in the preparation of periodic progress reports on UN Women projects and programmes. This includes among other things, the collection

- of relevant documentation, analysis and exchange of correspondence.
- Other duty related to the office activities

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.

15. Results/Expected Outputs

- The UN Women Tunisia Programme is supported in its mandate on Women's human rights & political participation.
- Relevant UN Women participation in the UN system activities related to Women's human rights & political participation is ensured.
- 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

Qualifications / Requirements

16. Education – Required Degree Level: Bachelor's degree

Education - Additional Comments: **political science, economics or social sciences**

18. Required Experience: minimum years of experience: **0 to 2 years**

19. Experience Description:

- Demonstrated interest and/or experience (up to 2 years) in gender discrimination (governance/ human rights, support to parliament) required;
- Field experience in a developing country will be an asset.

20. Language Skills: Fluency in spoken and written French & English (language) is required, and knowledge of Arabic is an asset;

21. Areas of Expertise: Democratization, elections and governance

UN Youth Volunteers must be between 18 to 29 years of age during the entire assignment period.

Learning Expectations for UN Youth Volunteers:

Learning and development are a central part of the UN Youth Volunteer's assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer's skills and competences, improve the quality of the assignment and keep the volunteer's motivation high.

Learning elements for the UN Youth Volunteer include the development of:

- Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.
- Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.
- Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. The host agency will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

22. Need Driving License: No

23. Competencies and Values:

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations.
- 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.
- **Teamwork and respect for diversity:** ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- **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; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups;
- **Flexibility, adaptability, and ability and willingness to operate independently** in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;
- **Genuine commitment towards the principles of voluntary engagement**, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

Conditions of Service and other information

24. Conditions of Service:

The duration of your assignment is 12 months.

A UN Volunteer receives a Volunteer Living Allowance (VLA) per month and is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$1282. The VLA base rate is a global rate, while the PAM is country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For example, kindly enter the link [Calculator](#)



In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and also in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for the final repatriation travel (if applicable). A resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

Name of Hiring Manager: Héra Skhiri

Title, Department: Country Program Manager, Tunisa UN Women

Program Presence

Date: 01/02/2018

Disclaimer

The United Nations Volunteers programme (UNV) is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.

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