



## 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 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:** UN Youth Volunteer in Communications, Outreach and Youth
2. **UNV Programme Strategy Outcome:** Advocacy and National Volunteer Infrastructure (1)
3. **Type of Assignment:** International UN Youth Volunteer
4. **Project Title:** N/A
5. **Duration:** 12 months
6. **Location, Country:** Phnom Penh, Cambodia
7. **Expected Starting Date:** February 2014
8. **Brief Project Description:**

The UN Volunteers (UNV) programme 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.

UN Volunteers have made a considerable contribution to the post-conflict recovery and development of Cambodia. Since 1992, over 1,309 UN Volunteers have served in support of development activities.

UNV has provided support in integrating volunteerism into development strategies and national policies, such as support to Ministry of Education, Youth and Sport (MOEYS) in integrating volunteerism into the National Youth Policy. UNV is currently working closely with the MOEYS to support the official launch of the National Youth Policy and implementation strategy.

One of the biggest catalysts for volunteerism is youth, which in Cambodia represent a significant portion of the population. UNV supports youth related activities including preparation of the UN Youth Situational Analysis (published 2009), and, since 2008, the establishment and coordination of the UN Youth Advisory Panel. The UN Youth Advisory Panel was officially launched after the celebration of the 2012 Youth Day and follow up support is provided by UNV. UNV will continue taking an active role in all UN joint initiatives on youth and in efforts to support the government's strategy for youth development.

### United Nations Volunteers

PO Box 260 111 53153 Bonn Germany Telephone +49.228.815-2000 Fax +49.228.815-2001  
Email [information@unvolunteers.org](mailto:information@unvolunteers.org) <http://www.unvolunteers.org>

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UNV also facilitated the establishment of the network of international and national volunteer sending and volunteer involving organizations in Cambodia – VolCam. UNV, in cooperation with VolCam, organized a National Forum on Volunteerism in September 2011. This forum was aimed at promoting awareness-raising on volunteerism in various areas, including gender, environmental protection, citizens' participation, and poverty reduction. The outcome of the event informed national policies and development strategies of the benefits of volunteerism for development.

A National Committee for promoting the spirit of volunteerism in Cambodia and IYV+10 was established under the chairmanship of MOEYS, which incorporated VolCam and also included other government agencies, CSOs and the private sector. The National Committee is currently revising its Terms of Reference and work plan for 2012-2013. UNV will continue to facilitate and support the work of the National Committee as well as VolCam in particular for the promotion of volunteerism during IVDs.

**9. Host Agency/Host Institute:** UNDP/UNV

**10. Organizational Context:**

The UNV Field Unit in Cambodia has two staff members based in Phnom Penh to implement programmes and providing volunteer support. One national intern is also currently providing assistance.

**11. Type of Assignment Place:** Assignment without family

**12. Description of tasks:**

Under the direct supervision of UNV Programme Officer, the UN Youth Volunteer will support the communications and outreach activities of UNV programme in Cambodia and act as Youth Focal Point. More specifically the tasks will include:

- Support the development of the comprehensive country communications strategy, linking it to the UNV HQ communications strategy, UN/UNDP Cambodia communications strategy as well as the programme strategies of UNV HQ and the country office plans.
- Participate in the UN Communications Groups meetings and other relevant technical working group meetings and contribute to raising the awareness of partners about UNV's mandate, goals and activities, as well as International Volunteer Day (IVD).
- Develop outreach plan on promoting volunteerism, UNV's volunteer modalities and other national volunteering schemes.
- Assist with planning and organizing series of public events on promoting volunteer modalities of UNV among Universities and other target groups.
- Use new technologies and social networks for outreaching potential volunteers and promote volunteerism among Cambodians.
- Support organization of IVD 2014 together with the national network of volunteer agencies and government partners.
- Coordinate the process of establishing the network of former volunteers, who served in Cambodia in Teamworks.
- Support networking among UNV volunteers serving in Cambodia, in particular in assisting with the organization of quarterly meetings and the annual UNV team-building retreat.
- Regularly update UNV Cambodia website, publish volunteer stories and upload publications.
- Coordinate the updates of the VolCam website together with online volunteers.
- Draft press-releases and prepare media kits on UNV and partner events; liaise and follow-up with media on press coverage.
- Produce public relations materials, edit and layout reports and other promotional material on volunteerism for development and the work of UNV in Cambodia.

**UN****Volunteers**

inspiration in action

- Support the activities on strengthening the capacity of the network of volunteer agencies in Cambodia – VolCam.
- Facilitate the organization of the National Committee for promoting the spirit of volunteerism meetings, participate and prepare minutes and other documents as needed.
- Support partnership building with government, private sector, civil society and community organizations, including on provincial level.
- Participate in the UN Youth Advisory Panel Meetings and provide assistance where needed.
- Encouraging, mobilizing and supporting co-workers, fellow UNV volunteers and members of the local community to play an active part in development on a voluntary basis;
- Initiating and/or participating in local volunteer groups. Assisting them in submitting stories, experiences to the World Volunteer Web site;
- Other relevant tasks assigned by the UNV Programme Officer.

Furthermore, UN Youth 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 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.

### **13. Results/Expected Output:**

- Communications strategy proposal for UNV Cambodia prepared, including timeline and budget.
- Volunteerism for development in better integrated in Cambodian National Strategies.
- Development of Cambodia's national capacity to mobilize volunteers to address development challenges.
- Support is provided to the development of the UN Youth Strategy.
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

### **14. Qualifications/Requirements:**

- Minimum of Bachelors Degree in Development Studies, International Relations, Social Sciences, Gender Studies or Communications.
- 1-2 years of work experience in relevant field.
- Previous work experience in developing countries, preferably in South-East Asia;
- Fluency in English, both verbal and written. Khmer language skills would be a strong asset but not a requirement.
- Excellent knowledge and skills in computer applications of MS Office, desktop publishing programs, graphic design, multi-media and website design and management (including Drupal);
- Excellent interpersonal and communication skills and positive attitude working with external partners.

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- Experience working in a multi-cultural environment; supporting host country national staff and government officials; Commitment to local capacity-building and empowerment of national counterparts.
- Personal sensitivity and commitment to the values and principles of volunteerism.
- Well-organized, results-oriented, initiative, adaptability, resourcefulness, sound judgment, ability to work independently as well as good team player.

### **15. Living Conditions:**

The climate of Cambodia is tropical, monsoonal and is characterized by heat and humidity. The rainy season lasts from May to October and the hot, dry season from November until April.

Houses and apartments are available to suit most budgets and preferences. House hunting is not difficult in Phnom Penh. The usual means of locating suitable accommodation is through estate agents/realtors.

There are few taxi operators in Phnom Penh, so for daily transportation the cheapest, fastest and most frequent mode of travel is by motodup (you sit behind a driver of a motorbike). Some UN volunteers chose to purchase their own mode of transportation, be it a car, a motorbike or a pushbike. They are strictly recommended by UN security to wear seatbelts in cars and helmets when traveling on motorbikes, motodups or bicycling.

In terms of health, common diseases in Cambodia are those which exist in other tropical countries like diarrhea, malaria, dengue and HIV/AIDS. Most of the serious cases have been reported contracted in hilly, rural and densely forested areas. City dwellers like in Phnom Penh can also be at risk due to poor disposal of waste. Generally in cities, people use purified water for drinking and cooking. The recommended vaccinations are those against typhoid, Hepatitis A, Hepatitis B, Tuberculosis and Japanese Encephalitis.

While medical facilities in Cambodia are sufficient for the treatment of most routine ailments and minor accidents, illnesses and accidents of more serious nature require medical evacuation, usually to Bangkok or Singapore.

### **16. Conditions of Service**

The contract is issued for 12 months and is not renewable. A Settling-In-Grant is provided as well as a monthly UN Youth Volunteer living allowance (intended to cover housing, utilities and normal cost-of-living expenses). Life, health and permanent disability insurances are included, as well as return airfares.

#### **Description of Assignment prepared by the UNV Field Unit:**

**Isabelle Devylder, UNV Programme Officer, Cambodia**

**Date: 22 May 2013**