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. Volunteer Category: National Youth**

**2. Type of Assignment Place: National UN Volunteer (Chinese nationals only)**

**3. Assignment Title: Project Management Assistant**

**4. Link with UNV Strategic Framework :**

**5. Duty Station, Country: Beijing, China**

**6. Duration (in months): 12 months**

**7. Expected Starting Date: November, 2023**

**8 Host Agency/Host Institute: UNOPS China Project Office**

**9. Sustainable Development Goals: #8, #17**

**10. Organizational Context/Project:** UNOPS in China is working closely with UNDP and CICETE, together with other UN agencies, by implementing a series of UN and international public procurement related projects.

**11. Description of tasks:**

1. Support the above-mentioned procurement related projects, particularly the capacity building, workshops and seminars

2. Support the implementation of our Sustainable Procurement DRiVE Initiate Program in China

3. Support the coordination of UNOPS other country offices’ possible project implementation with the China South South Cooperation Fund.

4. Assist the PM with the daily project management work

5. Other temporary assignments

**Furthermore, UNVs are encouraged to:**

* Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking an active part in UNV activities (for instance, IVD celebration events);
* Get 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;
* Contribute news and articles on field experiences and submit them to UNV publications/websites, newsletters, press releases, etc.;
* Assist with the UNV Buddy Programme for newly arrived UNV volunteers;
* Promote online volunteering and encourage individuals and organizations to use the UNV Online Volunteering Service whenever technically feasible.

**12. Results/Expected Output:**

* UN supply and procurement management supported
* Knowledge in sustainable procurement and ESG engagement enhanced
* Programme/project management supported
* 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.

**13. Qualifications/Requirements:**

**Education:**

Required Degree Level:Bachelor's degree

Education - Additional Comments: BA in International trade, Economics, Business Management, English, etc. Master's degree is preferable.

**Professional experience:**

minimum years of experience: 0 years

**Language Requirements:**

English; working language; mandatory

Chinese; working language; mandatory

**Competencies and values:**

Accountability

Adaptability and Flexibility

Building Trust

Client Orientation

Commitment and Motivation

Commitment to Continuous Learning

Communication

Creativity

Empowering Others

Ethics and Values

Integrity

Judgement and Decision-making

Knowledge Sharing

Leadership

Managing Performance

Planning and Organizing

Professionalism

Respect for Diversity

Self-Management

Technological Awareness

Vision

Working in Teams

**Learning Expectations (For youth only)**

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.

**14. Living Conditions:**

The duty station of the national UN Volunteer is located in Beijing city, where modest public infrastructure and health services are available. It is the foremost political and cultural metropolis in China. The city has excellent health services available.

In general, rent for apartments in central locations is high relative to other regions in China, but quality is good. Beijing is well served by many shopping malls, large supermarket chains and international brands. Buses and subways are the most common form of mass transportation. Metered taxis are widely available and domestic and regional travel by train and airplane is popular.

*Living conditions information for many countries is available in the [explore section](https://app.unv.org/explore" \t "_blank). Host entities may copy this information here and add to or edit as relevant.*

**15. [Conditions of Service](https://www.unv.org/sites/default/files/unvpf/UNVcos2021%20Complete%20hi-res-final_compressed_30.08.2021.pdf) for national UN Volunteers**

The National UN Volunteer receives a standard volunteer living allowance (VLA), which is intended to cover their accommodation and basic living expenses. In China the VLA is 8161.91 RMB per month. The National UN Volunteer is entitled to an excellent health, life and disability insurance package. A modest Settling-in Grant and end of assignment allowance will also be provided, along with travel to and from the duty station. International travel to duty station will not covered by UNV. The National UN Volunteer is entitled to 2.5 days personal leave per month and government official holidays.

**16. Hiring Manager: Ruiguang LU**

**17. Supervisor and email: ruiguangl@unops.org**

*Inclusivity statement*

*United Nations Volunteers is an equal opportunity programme that welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, care protected characteristics. As part of their adherence to the values of UNV, all UN Volunteers commit themselves to combat any form of discrimination, and to promoting respect for human rights and individual dignity, without distinction of a person’s race, sex, gender identity, religion, nationality, ethnic origin, sexual orientation, disability, pregnancy, age, language, social origin or other status.*