



## 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:** UNV Programme Officer for Natural Sciences
- 2. Type of Assignment:** National UN Volunteer
- 3. Project Title:** Climate change response, environmental conservation and disaster risk reduction in Viet Nam
- 4. Duration:** 12 months with possibility of extension
- 5. Location, Country:** Ha Noi, Viet Nam
- 6. Expected Starting Date:** As soon as possible
- 7. Brief Project Description:**

The UN's development work in Viet Nam is defined by the One Plan 2012-2016. As a part of the UN Team, UNESCO's activities in the country focus on supporting the Government in its aim to build an inclusive, resilient and sustainable learning society. Within the UN inter-agency Joint Programming Group on Climate Change and Environment, UNESCO contributes to One Plan Outcome 1.3 on Climate Change and Disaster Risk Management and Outcome 1.4 Natural Resources and Environmental Management.

In the Natural Sciences sector, UNESCO in Viet Nam coordinates with the UNESCO Regional Science Bureau based in Jakarta and with the Science sector in UNESCO Headquarters. Activities centre on addressing climate change issues, promoting environmental protection, biodiversity conservation, water management and increasing communities' resilience and Government capacities to prepare for and respond to disasters and emergencies, all in the framework of sustainable development with local community participation and development of community action plans. The media, schools, community learning centres and local authorities are taking an active part in the process.
- 8. Host Agency/Host Institute:** UNESCO

### 9. Organizational Context:

#### United Nations Volunteers

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Email [information@unvolunteers.org](mailto:information@unvolunteers.org) <http://www.unvolunteers.org>

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The Volunteer will work under the supervision of the Head of Office and will work with team members from all UNESCO sectors.

**10. Type of Assignment Place: assignment with family**

**11. Description of tasks:**

Under the direct supervision of the Head of Office (HoO) the UN Volunteer will provide technical assistance to, among other related tasks:

- Develop and implement the Natural Sciences sector programmes in Vietnam with special emphasis on disaster risk reduction, climate change, water management and biodiversity conservation.
- Support community training and development of action plans.
- Support biosphere reserves in development of management and research.
- Assist schools in developing education programs for teachers, staff, students and other stakeholders and develop e-learning courses.
- Monitor and develop policies, programmes and guidelines for more efficient use of natural resources and environmental management, and for implementation of commitments under international conventions.
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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 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. Qualifications/Requirements:**

- University degree in natural sciences, biodiversity, social or development studies or other related field essential; advanced university degree would be an asset;
- At least three years of relevant professional experience in natural sciences, with experience in biodiversity or environmental and climate change issues;
- Strong inter-personal skills and capacity to work in a team-oriented environment;
- Ability to work in a team, be proactive and contribute to knowledge-sharing;
- Good coordination skills and ability to work with a broad range of UN colleagues and other partners;
- Excellent computer literacy skills, including ability use of Microsoft Word, Excel, Powerpoint and on-line research;
- Willingness and ability to conduct some field work at provincial level;
- Positive attitude to further increase knowledge and experience;

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- Training in the areas of environmental management, disaster risk management, biodiversity conservations and/or climate change mitigation and adaptation would be an asset;
- Excellent oral and written communication skills in English and Vietnamese.

**13. Location:**

The incumbent will be based in Ha Noi with some travel to provinces.

**14. Conditions of Service**

A 12-month contract; monthly volunteer living allowance (VLA) amounting to 10,029,815VND; annual leave and sick leave; medical and life insurance.