



## 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:** Support Assistant for the Gender, Race and Ethnicity Thematic Group
2. **Type of Assignment:** National UN Volunteer
3. **Project Title:** Gender, Race and Ethnicity Thematic Group
4. **Duration:** One year renewable based on evaluation
5. **Location, Country:** Brasilia, Brazil
6. **Expected Starting Date:** As soon as possible
7. **Brief Project Description:** The Thematic Group on Gender, Race and Ethnicity was created in 2005. It is an advisory body of the United Nations Country Team in Brazil in subjects related to gender, race and ethnicity. Besides providing technical support to UNCT, TG on Gender, Race and Ethnicity is where interagency activities are agreed and implemented. Besides acting inside UN, the TG also works supporting governmental actions on gender and race.  
  
There are ten UN agencies actively participating in this TG: UN Women (Lead Agency), PAHO/WHO, UNDP, UNFPA, ILO, UNICEF, UNESCO, UNODC, UNOPS and UNHCR. The RCO also has an active participation and its support is decisive for the implementation of the TG work plan.  
  
This UNV position will provide support planning, implementation, follow up actions, monitoring and reporting activities of 2016 TG Annual Work Plan.
8. **Host Agency/Host Institute:** UN Women
9. **Organizational Context:** UN Women is the TG's lead agency. It is grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. It is part of its mandate to coordinate actions on gender equality and women's empowerment inside UNCT.
10. **Type of Assignment Place:** Assignment with family
11. **Description of tasks:** Under the direct supervision of the UN Women Programme Manager, the UN Volunteer will provide support for the implementation of the following Tasks and responsibilities:
  - Assist UN Women Representative and Programme Manager in planning and monitoring activities;
  - Prepare of minutes for Gender, Race and Ethnicity Thematic Group;
  - Assist UN Women Representative and Programme Manager to follow up on meetings agreements;

### United Nations Volunteers

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- Assist the implementation of the annual work plan of the Gender, Race and Ethnicity Thematic Group;
- Prepare reports and presentations related to the Gender, Race and Ethnicity Thematic Group and further interagency activities and coordination on thematic areas of Gender and race within the UN system;
- Produce technical materials for meetings and activities of the Gender, Race and Ethnicity Thematic Group and further interagency activities and coordination on thematic areas of Gender and race within the UN system;
- Provide technical and administrative support for the organization of activities Gender, Race and Ethnicity Thematic Group and further interagency activities and coordination on thematic areas of Gender and race within the UN system.

Furthermore, UN Volunteers are required to:

- Support global, regional and national capacities for resilience for environmental management and DRR;
- Support the integration of volunteerism in UN agencies projects on climate change, DRR or environment;
- Generate knowledge and awareness on volunteerism for environment management, climate change adaption and DRR;
- Position UNV as a reference agency for volunteerism in DRR, environmental management or climate change adaptation;
- 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. Results/Expected Output:** During the period of his/her contract, the incumbent will deliver output such as:

- Gender, Race and Ethnicity Thematic Group work plan effectively planned, implemented, monitored and reported;
- Increased quality and efficiency in communication, documentation and follow up actions of Gender, Race and Ethnicity Thematic Group meetings;
- Interagency activities on gender, race and ethnicity strengthened;
- Increased communication and participation in Regional Gender Thematic Group related meetings and common actions;
- Good practices and lessons learned of the Gender, Race and Ethnicity Thematic Group identified, systematized and shared;
- 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.

**13. Qualifications/Requirements:**

- University degree in Social Science, International Relations, or related field;
- Minimum of 3 years working and/or academic experience in Gender, Race and ethnicity thematic areas;
- Good Analytical skills;
- Solid inter-personal skills;
- Good knowledge of Excel, Words, Power Point and Web navigation;
- Organizational, documentation and archiving experience;
- Language skills: Fluent in Portuguese, written and spoken English is an asset;
- Candidates must be of **Brazilian Nationality** or legally resident in the Programme Country or territory with the status of refugee or being stateless.

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**14. Living Conditions:** The nation's capital, Brasilia, was founded in 1960. It is considered as one of the major examples of the modernistic movement in architecture and urban planning in the 20th century, and was added to the UNESCO list of World Heritage Sites. The average temperature is 22°C, rising to over 30°C during the hottest period. The hottest month in Brasilia is September and the coolest month is July. Planned for only 500,000 inhabitants, Brasilia has seen its population grow much more than expected. Several satellite towns have been created over the years to house the extra inhabitants. Brasilia's total population (including the satellite cities) is now over 2,000,000 inhabitants. Outdoor recreational activities include basketball, golf, Hash House Harriers, horse-back riding, picnicking, riding, sailing, soccer, sunbathing, swimming, tennis and volleyball. Inexpensive lessons in many sports are available at the clubs to members and non-members alike. For most clubs, membership fees are high, but one may buy a share and sell it upon departure.

Brasilia is a pleasant and safe city, with live cultural ambience. There are two well marked seasons, with a rainy season from October to April and a dry season from May to September. The UN Women Brazil Office is at the UN House complex.

**15. Conditions of Service:** A 12 months contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to R\$ 2.951,58 per month; settling-in-grant (if applicable); life, health, and permanent disability insurance; resettlement allowance for satisfactory service.

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Please note that only shortlisted candidates will be contacted.

Please also note this is a National UN Volunteer post. National UN Volunteers must be one of the following:

- i. nationals of the Programme Country;
- ii. legally resident in the Programme Country or territory with the status of refugee; or
- iii. legally resident in the Programme Country or territory with the status of being stateless.

UNV gives equal opportunity to all applicants and particularly encourages afrodescents, indigenous and women to apply.

National UN Volunteers have to be at least **22 years of age**.

Deadline for applications: **31 January 2016**.

Please send your CV in English with the subject **Support Assistant – Your Name** to [gabriel.aragao@undp.org](mailto:gabriel.aragao@undp.org) .

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