



**WORK FOR THE UNITED NATIONS**  
**BE A UNITED NATIONS CIVIC EDUCATION VOLUNTEER**

**Vacancy Notice**

**UN Volunteers  
UNDP Pakistan**

1. UNV Assignment Title: United Nations Civic Education Volunteer
2. Type of Assignment: National University Volunteer
3. Duration: 6 months
4. Location; Country: Malakand, Faisalabad, Sukkur, Quetta; Pakistan
5. Expected Starting Date: 1<sup>st</sup> week of November 2019
6. Application Process:

To apply for this assignment, please access the link **<http://apply.unv.org.pk/university>** and fill the online form and submit following the instructions. You will need to write a motivation statement (in English - not more than 300 words) describing your suitability for this assignment.

**Deadline of the application: October 11, 2019.**

7. Project Background and Description of tasks:

United Nations Development Programme's Strengthening Electoral and Legislative Processes (SELP) project provides technical assistance to support the institutional development of the Election Commission of Pakistan (ECP), the Senate and the National and Provincial Assemblies. The core focus of programme activities is developing the professional skills of the Secretariat staff and enhancing the key functions of each institution. SELP was designed to support the periods, before, during and after elections as well as an integrated approach to strengthen inclusive electoral and parliamentary processes.

One key component of SELP is strengthening and improving the engagement of citizens, particularly women and youth in electoral processes. To this regard, the project in coordination with United Nations Volunteers (UNV) is recruiting students to serve as UN Civic Education Volunteers. These volunteers will receive a stipend and be expected to conduct at least one civic education activity per week in educational institutions and in communities for a period of six months.

Under the direct supervision of the project's Civic Education Volunteer Program Coordinator, the UN Civic Education Volunteer will undertake the following tasks:

- Attend orientation and training of trainers' session on civic education;
- Identify schools, colleges, universities and communities to conduct civic and voter education sessions/activities/trainings;
- Liaise with the Civic Education Volunteer Program Coordinator to effectively plan, coordinate and conduct civic education sessions/activities/trainings;
- Liaise with school/college/university faculty and community leaders/elders to coordinate and conduct civic education sessions/activities/trainings;
- Plan, coordinate and conduct at least one civic education session/activity/training per week within local educational institutions and communities;



- Develop an effective distribution plan for the distribution of civic education materials in communities and educational institutions;
- Distribute civic education materials in communities and educational institutions;
- Submit a monthly report to the Civic Education Volunteer Program Coordinator on coordinated and implemented activities;
- Provide photographs and other means of verification of activities conducted with educational institutions and communities; and
- Perform any other related duties as assigned by the Civic Education Volunteer Program Coordinator.

Furthermore, UN Civic Education Volunteers are required to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take an 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 Pakistan;
- 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 the 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.

#### 8. Qualifications/Requirements:

The incumbent must be a dynamic, multi-functional person, who supports the project with professionalism, dedication and client orientation. The following qualifications are required:

- Currently enrolled in at least the second year of a bachelor degree, preferably in the social sciences field;
- Good analytical and report writing skills;
- Effective communications and interpersonal skills;
- Effective organizational, coordination and time management skills;
- Be able to work independently and as part of a team;
- Fluency in English, Urdu and one of the regional languages;
- Proficiency in Microsoft applications and standard computer use;
- Previous experience in community, volunteering and youth engagement will be considered an asset;
- Commitment to UN core values of integrity, professionalism, and respect for diversity;
- Motivated to contribute towards peace and development and to serve others;
- Flexible and open to learning and new experiences;
- Respect for diversity and adaptability to other cultures, environments and living conditions.

#### 9. Conditions of Service: National University Volunteer

A six-month contract, with a possibility of extension. A Volunteer Living Allowance (VLA) of PKR 45,563 is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurances are included, as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

**Only shortlisted candidates will be contacted for interview. Women, transgenders and persons with disabilities are encouraged to apply. Please note that this opportunity is only for currently enrolled students of University of Agriculture Faisalabad.**