

UNDP Iran
Volunteer Programme
(Independent from the UNV Programme)

UNDP Iran Volunteer Programme is designed to expand Country Office's human resource capacity by recruiting qualified individuals on a voluntary basis and in return, provides those individuals to gain working experience with the United Nations system as well as international organizations.

Candidates will be selected through a competitive process and will be utilized according to their qualifications and the needs of the Organization.

Candidates should preferably have an academic interest in the mandate and objectives of the Organization. Assignments under the UNDP Iran Volunteer Programme are not designed to lead to employment within the Organization and represent no obligation whatsoever for UNDP.

GENERAL REQUIREMENTS

- Minimum age: 21 and maximum: 26;
- Fluency in spoken and written English Language;
- University degree or higher technical diplomas;
- Computer literacy, specially MS Office Applications
- Ability to work in a multi-cultural environment;
- Strong interpersonal and organizational skills;
- Strong commitment to values and principles of volunteerism;
- Prior volunteering and/or working experience are an asset;
- In order to avoid conflict of interest, volunteers can not bear any of the following relationships to the designated supervisor in UNDP: husband, wife, father, mother, son, daughter, brother or sister.

HOW TO APPLY

A Volunteer Programme Application Form (Annex I) must be duly completed. Therein, a written proposal (maximum two paragraphs) for the intended assignment should be included to describe the objectives and the expected results of the voluntary work with UNDP Iran. The Application Form must be submitted to the e-mail provided below, together with the most up to date CV. The Position ID should be referred to in the designated place in the Application Form. All applications and enclosures should be in English Language. Only completed applications will be processed.

Applicants will receive a response within two weeks from the date applications are received by UNDP Iran. UNDP Iran will appraise applications and maintain a database of eligible candidates.

If accepted, candidate(s)'s application will remain on the roster for a maximum of one year or until UNDP Iran receives information that the candidate is no longer available for a voluntary assignment. To be included on the roster again, interested

candidates must re-apply by sending an updated CV and/or Voluntary Programme Application Form accompanied by any information regarding changes in personal and/or professional situation.

The waiting period to be assigned as a Volunteer can vary from one to three months. Selected candidates will be informed as soon as their applications have been approved for an available assignment. All assignments are from 3 to 9 months.

Important Note: Inclusion on the roster of candidates does not guarantee an assignment.

Currently, UNDP Iran welcomes applications in the following professional fields:

- Project Management
- Environment
- Crisis Prevention
- Poverty Eradication
- Governance
- Public Relations & Communication
- Procurement & Logistics
- Human Resources
- Information & Communication Technology
- Finance and Accounting
- Executive/Administrative Assistance

Applications must be sent to: Volunteerprogramme.ir@undp.org

SELECTION PROCESSES

To be eligible for engagement, candidates MUST meet the general requirements as described above as well as other specific qualifications required for the position for which they have applied. Interested candidates will be selected through a competitive process, which is the process of identifying talent to fill voluntary assignments that meet the human resources needs of the Organization. The process involves defining terms of references, advertising, short-listing, testing and interviewing.

CONDITIONS OF SERVICE / REMUNERATION

Volunteers are not staff members of UNDP Iran. Assignments under this Programme are not designed to lead to employment within the Organization. UNDP Iran will appraise volunteers' performance and in return, issue a Certificate of Service/ Appreciation.

Individuals who are engaged as volunteers will not be remunerated and will not benefit from any employment entitlements. Furthermore, no insurance coverage will be provided during the assignment and UNDP Iran will hold no responsibility in regards to service-incurred or non-service-incurred illness, injury or death. Individuals are required to sign the standard disclaimer form (Annex II).

During the assignment, UNDP will provide the volunteer with documentation certifying that the individual is a volunteer with UNDP Country Office in Iran.

EVALUATION

Performance monitoring and evaluation are mandatory and the responsibility of the hiring unit/designated supervisor. Performance of the Volunteers will be monitored and documented throughout the engagement period.

In this context, the purpose of the performance evaluation is to:

- a) Review progress against agreed upon terms of reference (ToR) and detailed work plan;
- b) Provide feedback on the overall performance of the individual.

The Performance Evaluation Form (Annex III) must be completed one month prior to the end of engagement by both the volunteer and the designated supervisor. The performance evaluation form must indicate satisfaction with performance during the engagement period and should specify whether the volunteer(s)' name should be included on the roster of candidates for volunteer programme.

Performance Evaluation forms must be filed for record kept by the Human Resources Unit.