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.

**General**

**Assignment title:** AML/CFT Assistant

**UN Host Entity:** UNODC PO KAZ

**Country of assignment:** Kazakhstan

**Duty station:** UN House in Astana city

**Family / non-family duty station:** Family Duty Station

**Volunteer category:** International UN University Volunteer

**Duration: 6** months

**Expected starting date:** November/December 2023

**Sustainable** **Development** **Goal:** Choose an item.

**Details**

**Organization mission and objectives**

The mission of the United Nations Office on Drugs and Crime (UNODC) is to contribute to global peace and security, human rights and development by making the world safer from drugs, crime, corruption and terrorism by working for and with Member States to promote justice and the rule of law and build resilient societies.

Organized crime, drug trafficking, the smuggling of migrants and firearms as well as trafficking in persons, money-laundering, crimes that affect the environment and cybercrime impact all regions of the world.

Foster innovative means for international cooperation to prevent and counter corruption, especially with international and regional financial institutions, including in the area of anti-money-laundering asset recovery.

**Assignment context**

The United Nations Office on Drugs and Crime was set-up in 1997, combining the United Nations Centre for International Crime Prevention and the United Nations International Drug Control Programme. It was established by the Secretary-General of the United Nations to enable the Organization to focus and enhance its capacity to address the interrelated issues of drug control, crime prevention and international terrorism in all its forms. The mandate of the Office derives from several conventions and General Assembly resolutions, and the Office’s technical cooperation programme aims to help improve the capacity of Governments to execute those international commitments.

Through implementation of the Global Programme against Money Laundering, Proceeds of Crime and the Financing of Terrorism (GLOU40), UNODC aims to assist the Central Asian (Kyrgyzstan, Kazakhstan, Turkmenistan, Tajikistan and Uzbekistan) and South Caucasus (Azerbaijan, Armenia and Georgia) countries in countering financing of terrorism (CFT) and money laundering (ML) through technical assistance in drafting regulatory or cooperation documents, organization of training courses, meetings, conferences, regional operations and promoting regional cooperation by means of supporting the development and implementation of the AML/CFT regime in Central Asia and South Caucasus, with a particular focus on counter illicit financial flows.

**Task description**

Under the direct supervision of the AML/CFT Adviser and the AML/CFT National Programme Officer (NPO), the UN University Volunteer will undertake the following tasks:

* Assist the Adviser and NPO in development and coordination of the Professional Development and Accreditation System for AML/CFT specialists project as well as the project staff and national counterparts communications;
* Translate the project related documents in Russian and English languages;
* Assist the Adviser and NPO in day-to-day communication with counterparts in Kazakhstan and the region including relevant law enforcement, private sector and other special bodies related to the project work;
* Attend and contribute to technical consultations with the national and international stakeholders and partners on issues related to AML/CFT;
* Prepare draft the web-stories, press-releases, publications, and other documents;
* Contribute to the development of policy papers, guidance, monitoring, evaluation and lessons learned reports and other relevant program-related documents, including substantive correspondence for reporting;
* Monitor and control the on time preparation and submission of reports;
* Draft the schedule of events and meetings;
* Assist the AML/CFT team in preparation and distribution of outgoing and inbox correspondence;
* Collect documents and keep files related to the project implementation;
* Within his/her competency support and assist, as required, all other UNODC projects in Central Asia and South Caucasus on AML/CFT;
* Perform other functions for the successful implementation of the project as might be required.

Furthermore, UN Volunteers are required 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 International Volunteer Day);
* 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.

**Requirements**

**Required education level**  Secondary Education

**Area(s) of expertise:** Currently studying towards a degree in law, international relations, political or social sciences, criminology, finance, engineering, criminal justice or related field. Graduation from an international university or institute (in English) is an advantage.

**Skills and experience description**

* Demonstrated interest and/or experience in
* Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
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**Language skills**

Englishmandatory [x]  optional [ ]

 basic [ ]  fair [ ]  working knowledge [ ]  fluent [x]  mother tongue [ ]

Russianmandatory [ ]  optional [x]

 basic [ ]  fair [ ]  working knowledge [x]  fluent [ ]  mother tongue [ ]

Kazakhmandatory [ ]  optional [x]

 basic [ ]  fair [ ]  working knowledge [x]  fluent [ ]  mother tongue [ ]

**Competencies and Values**

[x]  Accountability

[x]  Adaptability and Flexibility

[ ]  Building Trust

[ ]  Client Orientation

[x]  Commitment and Motivation

[ ]  Commitment to Continuous Learning

[x]  Communication

[x]  Creativity

[x]  Empowering Others

[x]  Ethics and Values

[x]  Integrity

[ ]  Judgement and Decision-making

[ ]  Knowledge Sharing

[ ]  Leadership

[ ]  Managing Performance

[x]  Planning and Organizing

[x]  Professionalism

[x]  Respect for Diversity

[x]  Self-Management

[x]  Technological Awareness

[ ]  Vision

[x]  Working in Teams

**Driving license needed:** Choose an item.

**Living conditions**

This is family duty station. Kazakhstan is a safe and comfortable place.

The Republic of Kazakhstan, the ninth largest territory in the world and borders with China, Russia, Uzbekistan, Kyrgyzstan and is an upper-middle income country with an emerging, mainly hydro-carbon driven, market economy. According to the 2019 Human Development Report, Kazakhstan has a “very high” value of the human development index (0.817), ranking 50th among 189 countries. It has a population of 19 million people, and one of the lowest population densities in the world, at fewer than 6 people per square kilometre (15 people per square mile).

Astana is the capital of the Kazakhstan. Astana is the second-coldest national capital in the world after Ulaanbaatar, Mongolia, a position formerly held by Canada's capital, Ottawa. Overall, Astana has a humid continental climate (Köppen climate classification Dfb). The average annual temperature in Astana is 3.5 °C (38.3 °F). January is the coldest month with an average temperature of −14.5 °C (5.9 °F). The city divided into the left and the right bank signifying a newer part of the city with more administrative buildings and the financial center and an older, more residential part. The two are divided by the Yessil river.

**Name of Hiring Manager:** Aliaksandr Vadziany

**Title, Department:** AML/CFT Adviser, UNODC PO KAZ

**Email of hiring manager:** aliaksandr.vadziany@un.org

**Name of supervisor:** Aliaksandr Vadziany

**Title, Department:** AML/CFT Adviser, UNODC PO KAZ

**Email of supervisor:** aliaksandr.vadziany@un.org