

## **Volunteer Position Description: Regional Ambassador**

About the UNU-MERIT Alumni Office

The UNU-MERIT Alumni Office (AO) serves the UNU-MERIT fellows (PhD & MPP Alumni, Current students and PhD fellows, and staff).

The **Alumni Committee (AC)** consists of **Board Members** and general Committee members, called **Alumni Representatives**. The board is made up of subcommittee chairs and is overseen by a chair of the board (faculty member from the Alumni Office). The remainder of the Committee is made up of alumni representatives, who are either alumni or current students or PhDs. The AC is an opportunity for alumni and those studying at UNU-MERIT to create and implement alumni-related projects that coincide with the work of the UNU-MERIT Alumni Office (AO).

The established subcommittees are focused on increasing alumni engagement, facilitating interactions between current UNU-MERIT students and PhDs and its alumni, and supporting the AO in providing resources for professional development. Currently there are three subcommittees:

- **Connecting Careers:** Focused on strengthening career opportunities through alumni networking
- **Alumni Research:** Focused on building research projects with UNU-MERIT that offer alumni involvement
- **Life-Long Learning:** Focused on creating post-MERIT learning opportunities for alumni through lectures and workshops

**New this year:** an editorial team is being organised to work with the AO on producing the quarterly alumni magazine, The Cube, which highlights alumni work post-graduation and post-dissertation.

Terms of Reference (Regional Ambassador)

Under the supervision of the Alumni Office, the **regional ambassadors** will be responsible for working with the Alumni Office and Committee to optimise alumni and student engagement, help bring awareness to the alumni community on resources offered and events organised, and consult on new projects to ensure projects are relevant to the alumni community.

Tasks include

- Functioning as a point of contact for UNU-MERIT alumni in your region
- Promoting events and initiatives of the Alumni Committee, Alumni Office, and UNU-MERIT on social media

- Providing advice to the Alumni Office when requested on new projects and enhancing alumni relations and engagements
- Optional: participate as an alumni representative in one of the subcommittees

### **Competencies**

For this volunteer position, the UNU-MERIT Alumni Office expects

- A commitment to this position for one academic year
- Availability to attend meetings (likely on a quarterly basis, monthly at most)
- Clear communication skills and the ability to work with individuals from different cultures

### **Requirements**

- You must be actively enrolled or have successfully completed one of the following programmes at UNU-MERIT: IEGD full-time PhD, GPAC part-time PhD, MSc in Public Policy and Human Development
- You can contribute 2-3 hours a month to the position

### **Payment Reference**

This is a voluntary position.

### **How to Apply:**

To apply to UNU, you will not need an account. Instead, we ask that you:

- Complete the following application:  
[https://maastrichtuniversity.eu.qualtrics.com/jfe/form/SV\\_5mr6qHWqloF1dqu](https://maastrichtuniversity.eu.qualtrics.com/jfe/form/SV_5mr6qHWqloF1dqu)

**Expected Start Date: 10 September 2022**

### **Assessment**

Evaluation of qualified candidates may include a desk review and/or a competency-based interview

### **Values of the Alumni Committee**

- Inclusion — take action to create an environment of dignity and respect for all, regardless of age, culture, disability, ethnicity, gender, gender identity, gender expression, geography, grade,

language, nationality, racial identity, religion, sex, sex characteristics, sexual orientation, social origin or any other aspect of identity

- Integrity — act ethically, demonstrating the standards of conduct of the United Nations and taking prompt action in case of witnessing unprofessional or unethical behaviour, or any other breach of UN standards
- Humility — demonstrate self-awareness and willingness to learn from others
- Humanity — act according to the purposes of the United Nations: peace, dignity and equality on a healthy planet

#### **Behaviours of the Alumni Committee:**

- Connect and collaborate — build positive relationships with others to advance the work of the United Nations and work coherently as One UN
- Analyse and plan — seek out and use data from a wide range of sources to understand problems, inform decision-making, propose evidence-based solutions and plan action
- Deliver results with positive impact — hold oneself and others accountable for delivering results and making a positive difference to the people and causes that the United Nations serves
- Learn and develop — pursue own learning and development and contribute to the learning and development of others
- Adapt and innovate — demonstrate flexibility, agility and the ability to think and act in novel ways

#### **Special notice**

UNU does not sponsor a working visa for this position.

UNU is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities to apply. Applications from developing countries, and from women are strongly encouraged.

UNU has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNU, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.