



12 September 2024
Misheck Kamuloni
Private Bag B444, Lilongwe
Lilongwe
Malawi

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Offer of UN Volunteer assignment

Dear Misheck Kamuloni

UNV is pleased to inform you that you have been selected for the National UN Volunteer Specialist assignment of Software Developer for UNDP in Lilongwe, Malawi. This offer provides you with important information concerning the terms and conditions of the UN Volunteer assignment. It also sets out important steps you must take before UNV can issue you a contract.

By accepting this offer, you agree to the terms, conditions and obligations set out in the [UN Volunteer Conditions of Service \(COS\)](#), the entitlements specific to your UN Volunteer assignment and duty station as set out below and to the conditions of the [UN Volunteer contract](#). Your appointment as a UN Volunteer is contingent on you completing all recruitment formalities required by and communicated to you by UNV.

Your failure to meet any of the conditions outlined in this Offer will be deemed by UNV as non-completion of the Offer. Accordingly, you will not be issued a contract, nor will you be appointed as a UN Volunteer. In such cases, you will be obligated to refund to UNV any amounts that have already been disbursed to you by UNV (such as Entry Lump Sum, travel lump sum, etc.).

You should not resign from your present employment or take any other action that might result in financial loss or personal inconvenience until such time as UNV has notified you that all necessary recruitment formalities, including medical and visa clearance as applicable, have been completed.

The dashboard of the Unified Volunteering Platform (UVP) will guide you through your recruitment requirements. Most actions can be completed directly in UVP. If action is required outside UVP, you will be asked to confirm completion of this action in the platform. Please ensure that your email address in UVP is correct, up to date and will be valid and accessible by you for an extended period. This is to ensure that you can log in to UVP to complete all recruitment formalities and to receive email notifications from UVP.

Your first action is to accept this Offer. Once you have completed all recruitment formalities required by UNV and as confirmed by UNV, the next step will be for UNV to issue a UN Volunteer contract in UVP for your review and acceptance.

The basic entitlements for this assignment are as follows as per the UN Volunteer Conditions of Service (COS):

- Monthly living allowance of USD537.97

- An entry lump sum allowance of USD400.00 (paid in first payroll)
- Travel funds to facilitate travel to and from the duty station (if eligible)
- An exit lump sum of USD44.83 for each month served, paid on completion of contract, provided related conditions are met
- Insurance for medical, dental and hospital care as well as life and disability insurance up to limits of the policy. See [here](#). for current policy descriptions.
- Medical insurance for eligible dependents. Check the COS for eligibility details
- Annual leave accrued at rate of 2.5 days per month

The entitlements set out above are subject to the COS which may be altered by UNV at its sole discretion and without prior notice. UNV reserves the right to correct any errors, inaccuracies or omissions in the Offer. Once you accept this Offer, you will not be considered for any other UN Volunteer assignments to which you may have applied. In addition, once you begin your UN Volunteer assignment, you will not be considered for any other UN Volunteer assignment you may have applied to until three (3) months prior to your current contract end date.

For more information on entitlements please read the COS and use the entitlement calculator in UVP for the most up to date information.

You can also find an overview to the pre-departure and onboarding process [here](#). However, if you have further questions or concerns, please send an email to support@unv.org.

A handwritten signature in black ink is written over a blue circular stamp. The stamp contains the UN logo, the text "UN VOLUNTEERS", and "United Nations Volunteers (UNV) Programme".

Marc Lucas
Chief
Volunteer Services Centre