

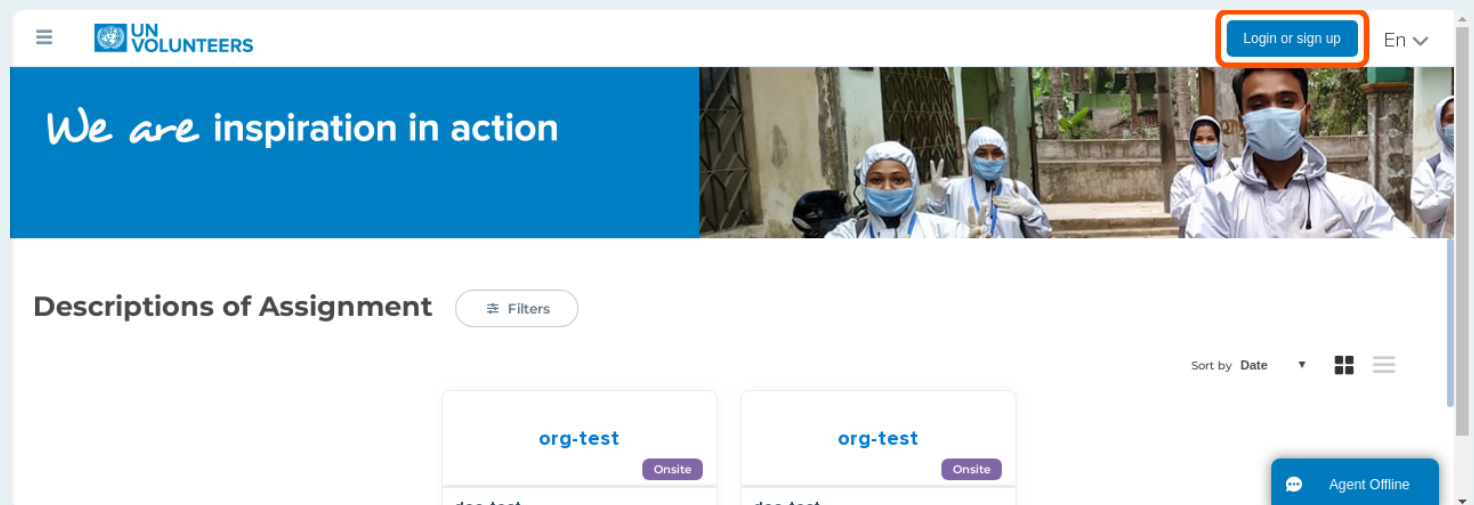
# How to create a new online Description of Assignment

Author: Kevin Schmidt

## How to create a new online description of assignment (DoA)

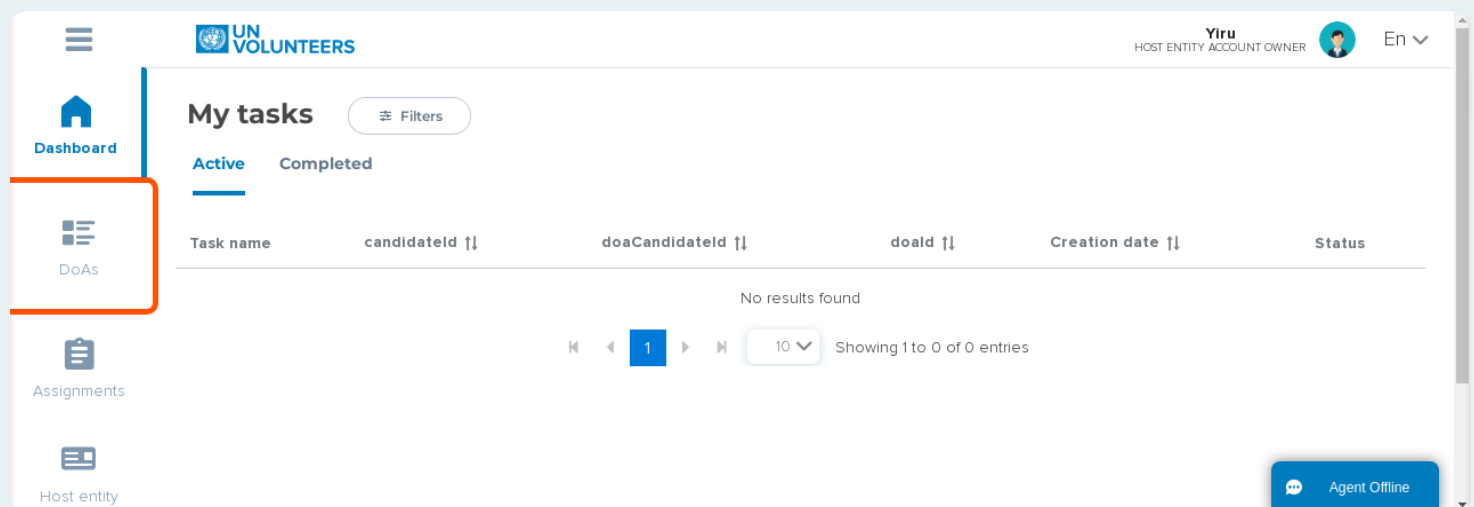
This is a step-by-step guide to create a new online DoA, entering necessary information and submitting it for review and approval by UNV for the engagement of Online Volunteers.

### First, log in



The screenshot shows the UN Volunteers dashboard. At the top right, there is a 'Login or sign up' button highlighted with a red box. Below the header, there is a blue banner with the text 'We are inspiration in action' and a photo of volunteers in white protective suits. The main content area is titled 'Descriptions of Assignment' and contains two cards labeled 'org-test' with 'Onsite' buttons. A 'Filters' button is visible next to the title. On the right side, there are options for 'Sort by Date' and a grid view icon. At the bottom right, there is an 'Agent Offline' button.

### Click the 'DoAs' tab



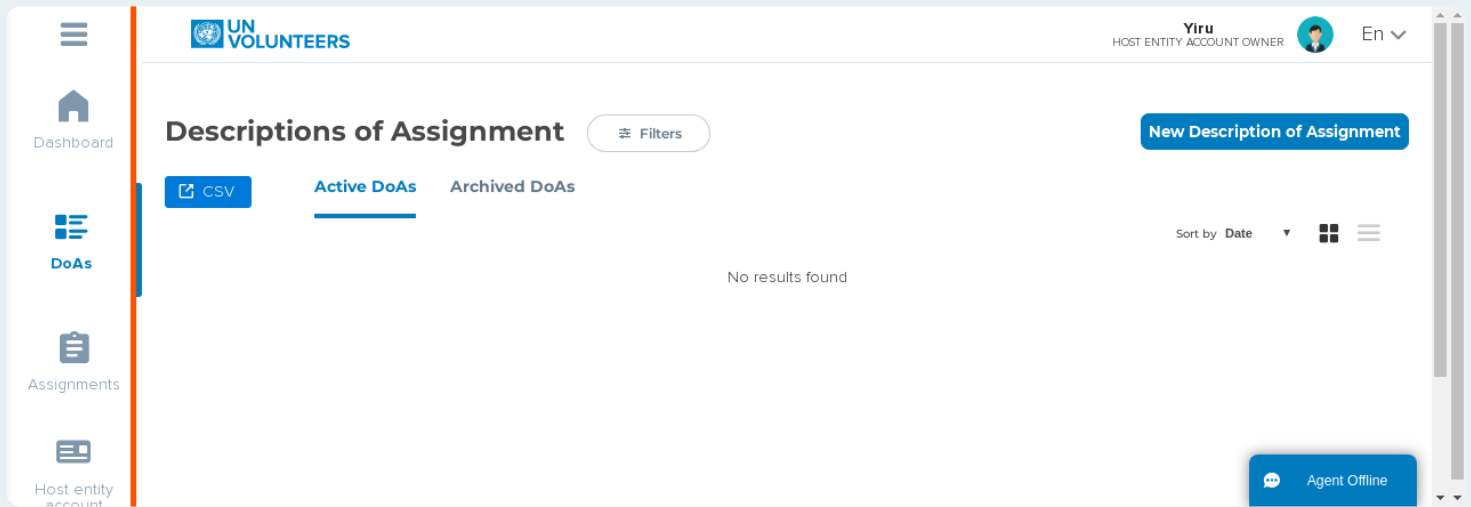
The screenshot shows the 'My tasks' page in the UN Volunteers system. The user is logged in as 'Yiru', a 'HOST ENTITY ACCOUNT OWNER'. The sidebar on the left has the 'DoAs' tab highlighted with a red box. The main content area is titled 'My tasks' and has a 'Filters' button. Below the title, there are tabs for 'Active' and 'Completed'. A table is displayed with the following columns: 'Task name', 'candidateId ↑↓', 'doaCandidateId ↑↓', 'doald ↑↓', 'Creation date ↑↓', and 'Status'. The table is currently empty, showing 'No results found'. At the bottom, there is a pagination control showing '1' and 'Showing 1 to 0 of 0 entries'. An 'Agent Offline' button is visible at the bottom right.

## List of all active DoAs

Here, you can see all the DoAs belonging to your Host Entity, and that are currently active.

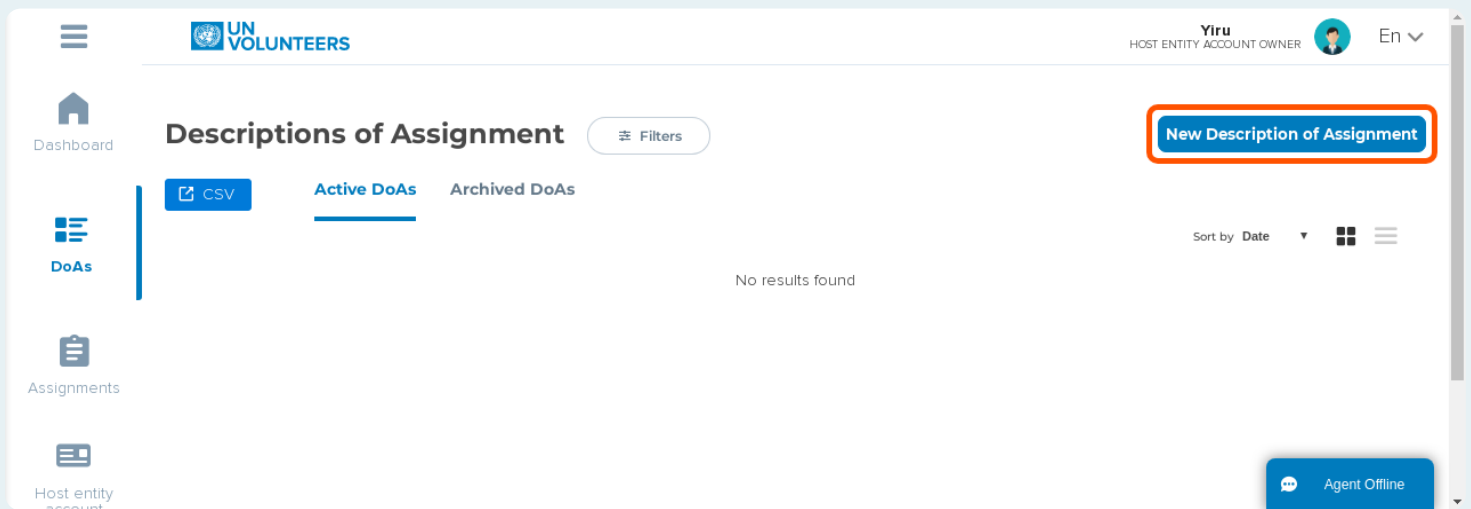
Active in this case means either being created, reviewed, actively selecting or even serving.

It is currently empty, as we have not created any yet.



## Click 'New Description of Assignment'

This will start the process for creating an online Description of Assignment (DoA).



## Description of Assignment creation form

Here you see the online DoA form. You will need to fill out the details of assignment/s for the Online Volunteer engagement.

## Online Volunteer assignment criteria

Before we start, please note that you **cannot** ask Online Volunteers to support you on-site and in full-, part-time or ad-hoc like arrangements.

Furthermore, Online Volunteers **must never** be requested to make donations in-kind or financial contributions or to solicit donations from third parties or be asked to supervise/manage anyone.

For more information, please see our [Online Volunteer criteria](#) before you start creating the online DoA.

## Choose type of DoA

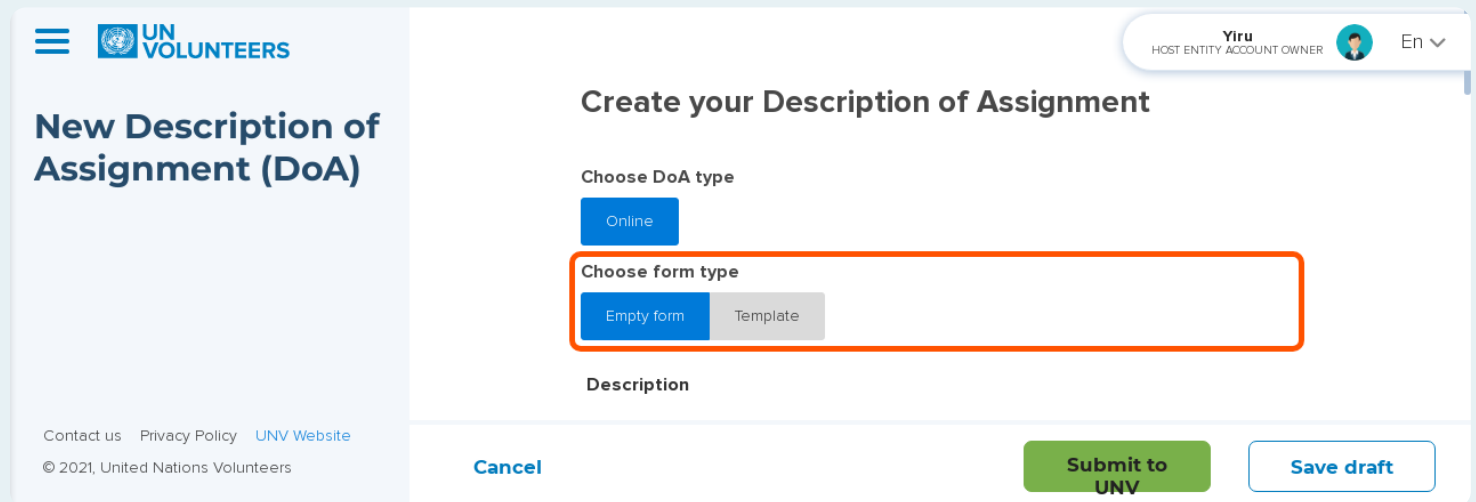
For the engagement of Online Volunteers, choose 'Online'.

This step **only applies to UN Host Entity accounts**, for all other organizations 'Online' is automatically selected.

The screenshot shows the 'Create your Description of Assignment' form. The header includes the UN Volunteers logo and the user's name 'Yiru' (Host Entity Account Owner). The main heading is 'Create your Description of Assignment'. Below this, there are three sections: 'Choose DoA type' with a dropdown menu showing 'Online' selected; 'Choose form type' with two buttons, 'Empty form' (selected) and 'Template'; and 'Description' with a text input field. At the bottom of the form, there are three buttons: 'Cancel', 'Submit to UNV', and 'Save draft'. The 'Submit to UNV' button is highlighted in green.

## Choose the form type

Here you can choose between an empty DoA form or a pre-populated template.

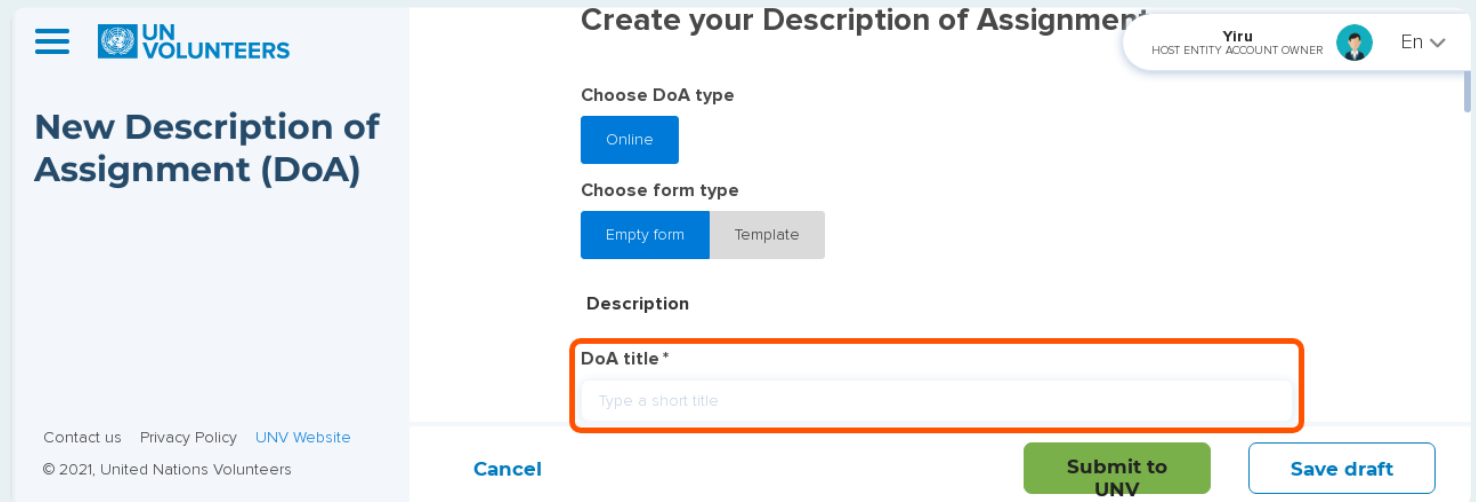


The screenshot shows the 'Create your Description of Assignment' form. On the left is a sidebar with the UN Volunteers logo and the title 'New Description of Assignment (DoA)'. At the top right, the user's name 'Yiru' and role 'HOST ENTITY ACCOUNT OWNER' are displayed. The main content area has a heading 'Create your Description of Assignment' and a 'Choose DoA type' section with an 'Online' button. Below that is a 'Choose form type' section, which is highlighted with a red rectangular box. It contains two buttons: 'Empty form' (active) and 'Template'. A 'Description' label is visible below the form type buttons. At the bottom, there are three buttons: 'Cancel', 'Submit to UNV', and 'Save draft'. The footer contains links for 'Contact us', 'Privacy Policy', and 'UNV Website', along with the copyright notice '© 2021, United Nations Volunteers'.

## Type DoA title

The DoA title should be a **summary of the task** and must not contain any reference to a job or position title. Ideally it starts with the verb of the task requested.


Please note that the title will later be shown on issued certificates.



This screenshot shows the same 'Create your Description of Assignment' form as above. The 'Choose form type' section is still visible. The 'Description' section now features a 'DoA title \*' input field, which is highlighted with a red rectangular box. The placeholder text inside the field reads 'Type a short title'. The rest of the form, including the sidebar, top navigation, and bottom buttons, remains the same as in the previous screenshot.

## Mission and objectives

This field is automatically filled with the information you provided during the Host Entity account creation. This will provide candidates with background information on your Host Entity.



### New Description of Assignment (DoA)


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**Description** Yiru HOST ENTITY ACCOUNT OWNER En

**DoA title\***  
Type a short title

**Mission and objectives**


**Non-UN guide host entity**

Test mission and objectives 

[Cancel](#) [Submit to UNV](#) [Save draft](#)

## Type task description

In this field please provide a clear description of the task and a pre-defined and measurable deliverable. If you request multiple Online Volunteers, it must be explained how the task will be distributed among the Online Volunteers.




### New Description of Assignment (DoA)

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**Mission and objectives** Yiru HOST ENTITY ACCOUNT OWNER En

**Non-UN guide host entity**


Test mission and objectives 

**Task description\***

[Cancel](#) [Submit to UNV](#) [Save draft](#)


## Select assignment duration

Here you choose how long you ask the Online Volunteer/s to support you. Please note that you can only ask for support for **up to 12 weeks**.

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Test mission and objectives

Yiru  
HOST ENTITY ACCOUNT OWNER  En ▼

Task description \*


Duration in weeks \*  ▼

Hours required per week \*  ▼

[Cancel](#) [Submit to UNV](#) [Save draft](#)


## Choose weekly engagement

Here you choose the hours per week you ask Online Volunteers to support you. Please note that they can only support you for **up to 20 hours per week**.

 **New Description of Assignment (DoA)**

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Test mission and objectives

Yiru  
HOST ENTITY ACCOUNT OWNER  En ▼

Task description \*


Duration in weeks \*  ▼

Hours required per week \*  ▼

[Cancel](#) [Submit to UNV](#) [Save draft](#)

## Type assignment context


Please provide more information on the background of this assignment, for instance, why do you request support. It must also contain information on how this task will support you and your organization in contributing to sustainable human development.



### New Description of Assignment (DoA)

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Task description \*

Yiru  
HOST ENTITY ACCOUNT OWNER  En ▼


Duration in weeks \*  Hours required per week \*

Assignment context \*

[Cancel](#) [Submit to UNV](#) [Save draft](#)

## Add number of assignments

Please indicate the number of assignments you request through this DoA. One assignment represents one task with one deliverable performed by one Online Volunteer. You can ask for up to **25 assignments (Online Volunteers) per DoA**.



### New Description of Assignment (DoA)

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Duration in weeks \*  Hours required per week \*


Assignment context \*

Number of assignments \*  Assignment country \*

[Cancel](#) [Submit to UNV](#) [Save draft](#)


## Choose assignment country/territory

This refers to the country or region that benefits from the Online Volunteers' contributions. Choose the country your organization is located at if you cannot find a suitable option.



**New Description of Assignment (DoA)**

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Yiru  
HOST ENTITY ACCOUNT OWNER  En ▼

Duration in weeks \*  Hours required per week \*


Assignment context \*

Number of assignments \*  **Assignment country \***

[Cancel](#) [Submit to UNV](#) [Save draft](#)


## Type required skills and experience

In this field you can add the skills and experience you ask candidates to have, for instance, a specific degree or work experience in a specific field or topic.



**New Description of Assignment (DoA)**

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Yiru  
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Assignment context \*

Number of assignments \*  **Assignment country \***

**Required skills and experience \***

[Cancel](#) [Submit to UNV](#) [Save draft](#)



# Add languages

Here you can add languages you ask or require candidates to have.

The screenshot shows the 'New Description of Assignment (DoA)' form. The left sidebar contains the UN Volunteers logo and navigation links: 'Contact us', 'Privacy Policy', and 'UNV Website'. The main form area includes fields for 'Number of assignments \*' (set to 2), 'Assignment country \*', and 'Required skills and experience \*'. The 'Languages \*' section is highlighted with a red box and contains an 'Add language' button. At the bottom, there are 'Cancel', 'Submit to UNV', and 'Save draft' buttons. The top right corner shows the user 'Yiru' as the 'HOST ENTITY ACCOUNT OWNER' with a language dropdown set to 'En'.

# Add language

Here you choose the language from the list.

The screenshot shows a modal form titled 'Language'. It has two dropdown menus: 'Language \*' with the placeholder 'Select one language' and 'Language proficiency \*' with the placeholder 'Select the level of knowledge'. Both fields are marked as required with the text 'This field is required.' below them. Below the dropdowns, there is a section for 'Language proficiency mandatory?' with a toggle switch and an 'Add language' button. The background shows the same 'New Description of Assignment (DoA)' form as in the previous image, but it is dimmed.

## Choose language proficiency

Here you can add the level of proficiency.

UN VOLUNTEERS

New Description of Assignment (DoA)

Number of assignments\* Assignment country\*

Yiru HOST ENTITY ACCOUNT OWNER En

**Language**

Required skills and experience\*

Language\* Language proficiency\*

Select one language Select the level of knowledge

*This field is required.* *This field is required.*

Language proficiency mandatory? Add language

Sustainable Development Goal\*

Inclusivity statement

## Mandatory or desired

By enabling this option you indicate that the selected language and level of proficiency are mandatory to apply for this assignment. Otherwise the language will be shown as 'desired'.

UN VOLUNTEERS

New Description of Assignment (DoA)

Number of assignments\* Assignment country\*

Yiru HOST ENTITY ACCOUNT OWNER En

**Language**

Required skills and experience\*

Language\* Language proficiency\*

Select one language Select the level of knowledge

*This field is required.* *This field is required.*

Language proficiency mandatory? Add language

Sustainable Development Goal\*

Inclusivity statement

United Nations Volunteers is an equal opportunity programme that welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, race, protected characteristics. As part of our values of UNV, all UN Volunteers commit themselves to combat any form of discrimination, and to promote peace and social cohesion, without distinction of a person's race, sex, gender, identity or expression, religion, nationality, ethnic...

## Click 'Add language'

Finalize this step by clicking 'Add language' which will add it to the DoA.

This screenshot shows a modal form for adding a language. The form includes a toggle for 'Language proficiency mandatory?' and an 'Add language' button, which is highlighted with a red box. The background shows a blurred form with 'This field is required.' error messages and buttons for 'Submit to UNV' and 'Save draft'. The footer contains 'Contact us', 'Privacy Policy', 'UNV Website', and '© 2021, United Nations Volunteers'.

## Choose Sustainable Development Goal (SDG)

Please choose the corresponding SDG that this assignment contributes to.

This screenshot shows the 'New Description of Assignment (DoA)' form. The 'Sustainable Development Goal' dropdown menu is highlighted with a red box. The form also includes a 'Required skills and experience' text area, a 'Languages' section with an 'Add language' button, and buttons for 'Cancel', 'Submit to UNV', and 'Save draft'. The top right shows the user 'Yiru' as the 'HOST ENTITY ACCOUNT OWNER' and the language 'En'. The footer contains 'Contact us', 'Privacy Policy', 'UNV Website', and '© 2021, United Nations Volunteers'.

## Add assignment/s

This final step creates the assignments belonging to the Description of Assignment based on the number you requested above.

The screenshot shows the 'New Description of Assignment (DoA)' page. On the left is a sidebar with the UN Volunteers logo and navigation links. The main content area has a header with 'Add language' and user information for 'Yiru'. Below is a 'Sustainable Development Goal\*' dropdown menu. A red box highlights the 'Online assignments\*' section, which contains a clipboard icon, the text 'Click to add assignment(s) to this Description of Assignment. One assignment is required for each UN Volunteer.', and a 'New' button. At the bottom are 'Cancel', 'Submit to UNV', and 'Save draft' buttons.

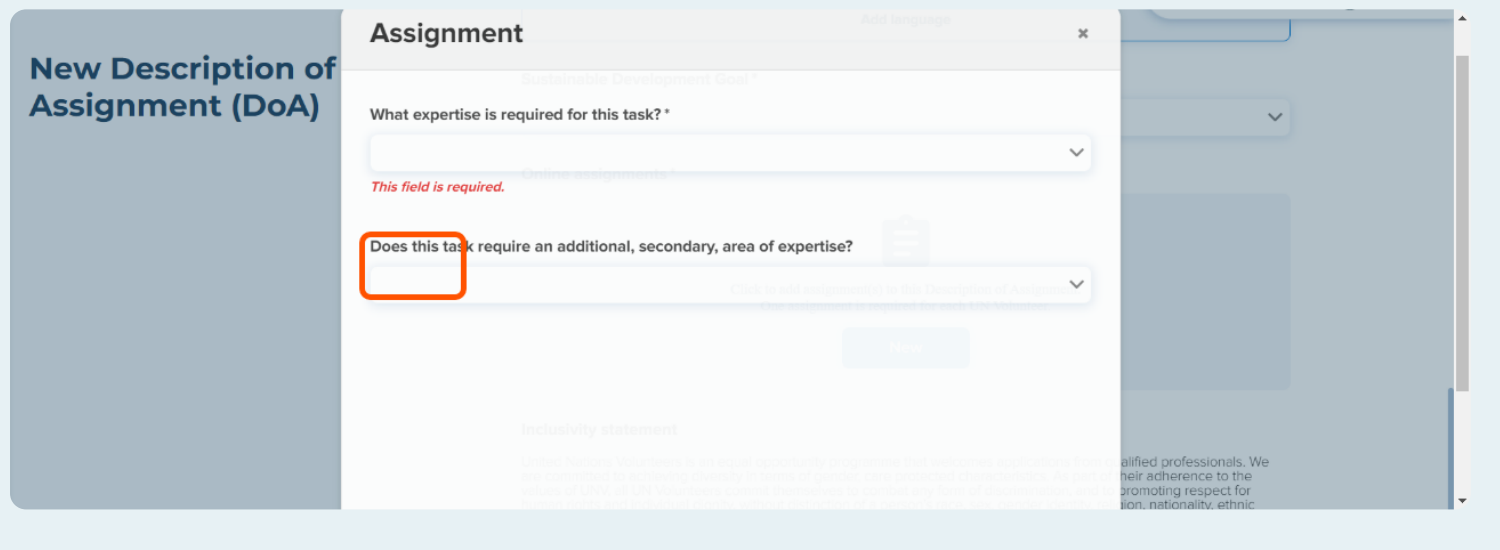
## Add area of expertise

To add an assignment to the DoA, choose the corresponding area of expertise for this task.

The screenshot shows the 'Assignment' modal window overlaid on the 'New Description of Assignment (DoA)' page. The modal has a title bar with 'Assignment' and 'Add language'. It contains a 'Sustainable Development Goal\*' dropdown menu. A red box highlights the 'What expertise is required for this task?\*' dropdown menu, which has a red error message below it: 'This field is required.'. Below this is a question: 'Does this task require an additional, secondary, area of expertise?' with a corresponding dropdown menu. A 'New' button is visible at the bottom of the modal.

## Additional area of expertise

You can add one more area of expertise to the assignment, if required.



**New Description of Assignment (DoA)**

**Assignment** Add language ×

Sustainable Development Goal \*

What expertise is required for this task? \*

*This field is required.*

Online assignments \*

**Does this task require an additional, secondary, area of expertise?**

*Click to add assignment(s) to this Description of Assignment*

**Next**

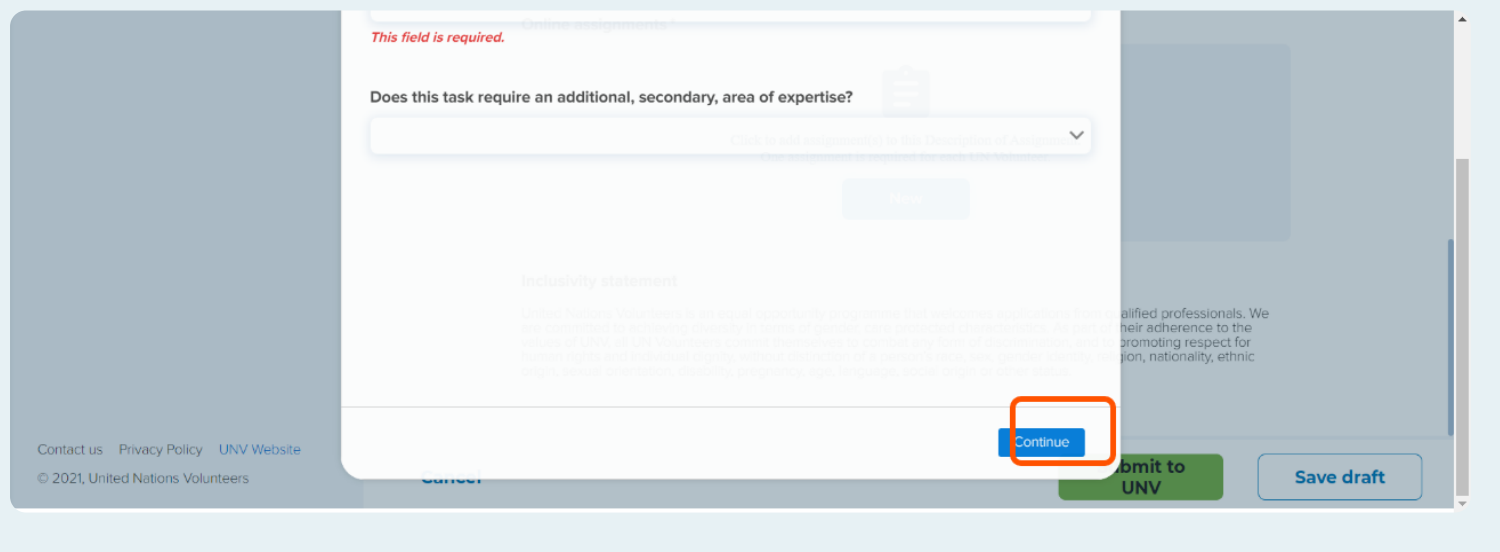
Inclusivity statement

United Nations Volunteers is an equal opportunity programme that welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, core protected characteristics. As part of their adherence to the values of UNV, all UN Volunteers commit themselves to combat any form of discrimination, and promoting respect for human rights and individual dignity, without distinction of a person's race, sex, gender identity, origin, age, disability, pregnancy, age, language, social origin or other status.

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## Click 'Continue'

To finalize this step, click 'Continue' and this assignment will be added to the DoA. Please note that you need to repeat this task for each assignment you requested.



*This field is required.*

Online assignments \*

Does this task require an additional, secondary, area of expertise?

*Click to add assignment(s) to this Description of Assignment*

**Next**

Inclusivity statement

United Nations Volunteers is an equal opportunity programme that welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, core protected characteristics. As part of their adherence to the values of UNV, all UN Volunteers commit themselves to combat any form of discrimination, and promoting respect for human rights and individual dignity, without distinction of a person's race, sex, gender identity, origin, age, disability, pregnancy, age, language, social origin or other status.

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**Continue**

**Submit to UNV**

**Save draft**


## Click 'Save as draft'

This will save the form with the content you have filled out so far as draft which you can continue to work on at a later time. The draft can be accessed as task in your dashboard.



**New Description of Assignment (DoA)**

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**Yiru**  
HOST ENTITY ACCOUNT OWNER  En ▼

### Create your Description of Assignment

Choose DoA type


Choose form type

Description

[Cancel](#)


## Click 'Submit to UNV'

When you provided all necessary information and completed the form, you can submit it to UNV for review.



**New Description of Assignment (DoA)**

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**Yiru**  
HOST ENTITY ACCOUNT OWNER  En ▼

### Create your Description of Assignment

Choose DoA type

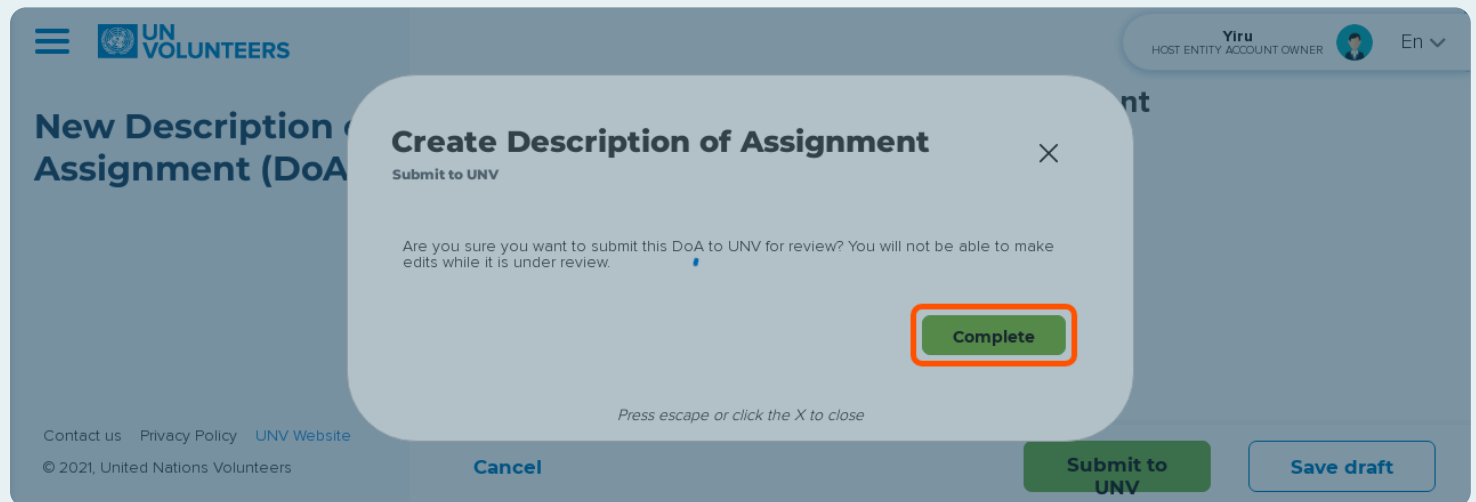
Choose form type

Description

[Cancel](#)

## Click 'Complete'

To complete your submission, click here.



## Wait for approval

Once completed, you can find your submitted online DoA in the 'DoAs' tab.

If changes are necessary, UVP will inform you via a task on the dashboard.

Your next step, if everything is in order, is to review candidates that have applied to your online DoA.

