

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### PSER000157--Humanitarian Field Support Assistant

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 Information

<b>Country of Assignment</b>	State of Palestine
<b>Host Institute</b>	UN Office for Coordination of Humanitarian Affairs
<b>Volunteer Category</b>	National Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Ramallah [PSE]
<b>Assignment Place</b>	Non-Family Duty station
<b>Assignment Place Remark</b>	

### Living Conditions

The assignment is in Ramallah. As this is a national UNV assignment, the incumbent will be responsible for arranging his/her own housing, transportation and other living essentials.

A Volunteer Living Allowance (VLA) of ILS 4724.83 is provided monthly to cover housing, utilities and normal cost of living expenses.

For accommodation, UNV will share with the UN Host Office a questionnaire completed by the selected candidate on the disability specific needs. In close consultation with the candidate, the UN Host Office identifies and facilitates the provision of reasonable accommodation. The **UN Host Office shall budget at least US\$ 5.000 for reasonable accommodation needs.**

## Assignment Details

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F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany  
W. [www.unv.org](http://www.unv.org)

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**Organizational Context & Project Description**

The office in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and in natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has a specific responsibility for (a) disseminating information and policies to the humanitarian community, authorities and donors, as well as supporting resource mobilization efforts; (b) assisting in the identification of humanitarian priorities and needs and the coordination of resource mobilization efforts; and (c) disseminating information on the impact of natural disasters, response there to and the need for international assistance

**Sustainable Development Goals**

17. Partnerships For the Goals

**Task description**

Under the direct supervision of the Humanitarian Affairs Analyst / Head of Field Coordination Unit, the UN Volunteer will undertake the following tasks:

**Support Coordination:**

- Participate in regular field visits and meetings to gather and verify information needed to understand the humanitarian situation and the needs of the most vulnerable communities.
- Draft reports on field visits to vulnerable Palestinian communities ensuring an adequate and accurate record of events.
- Support information verification and the production of reports on key issues for inclusion in the bi-weekly Protection of Civilians report, the monthly Humanitarian Monitor and ad hoc reports as necessary.
- Participate in the entry of critical protection incidents (settler violence, demolitions and other protection concerns) into the respective databases.
- Support the mapping of access restrictions and their impact on Palestinians in the central West Bank and Jerusalem.
- Support multi-cluster need assessments undertaken in Area of Responsibility (AoR) as requested.
- Contribute to the analysis of developments and trends in the AOR especially by highlighting concerns from a local perspective and by regularly updating the field team on new and developing trends or specific areas of concern.
- Support the team, as required, in preparing for field briefings for official, diplomats and decision makers.
- Support the Field Office in disseminating UN and OCHA reports at the local level, as agreed.
- Provide logistical support for coordination meetings, including preparation of information packs and recoding minutes and notes.
- Support in updating partners contact in formatted lists as needed.

**Operational support**

- Maintain inventory of Sub-Office non-expendable items using the agreed format.
- Support the electronic filing system of the Field Coordination Unit; updating of contact lists by cluster, theme and location; weekly backup of Field Central Unit (FCU) files; and photo archiving in a timely manner according to the established guidelines.
- Maintaining hard and soft copy archives.
- Maintain and update work tracking on a daily basis in consultations with unit members.
- Coordinate the use and maintenance of FCU's equipment, cameras and other tools.
- Liaise with OCHA IMU to help solve equipment-related problems at the sub-field office.
- Provide translation, both verbal and written, from and to Arabic and English.
- Ensure sub-office has sufficient number, type and in required languages of latest maps, reports, etc.
- Provide Administrative Support for payment of Petty Cash invoices when requested.

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- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- 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.

### Results/Expected Outputs

- The Central FCU's electronic and hard-copy filing systems are well maintained
- Meeting minutes and field visit reports are well written and shared in a timely fashion.
- Weekly or ad-hoc media reviews are prepared as needed and requested.
- Data entry and other support for the production of the weekly POC report are carried out as needed.
- Data entry, management and analysis are carried out as needed and requested.
- Petty cash is well managed, bills are regularly paid, and technical problems are properly followed up on.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

## Qualifications/Requirements

**Required Degree Level** Bachelor degree or equivalent

### Education - Additional Comments

University degree in social sciences, humanitarian assistance, information technology, development aid or another related topic.

**Required experience** 24 months

### Experience Remark

#### Area of expertise:

- Knowledge of geographical areas.
- Computer skills: MS Word, MS Excel, presentation tools.
- Good office management and filing skills.
- Solid-interpersonal and communication skills.
- Good working knowledge of the humanitarian situation in Central Westbank.

### Language

- English (Mandatory) , Level - Fluent

### Area of Expertise

- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Mandatory

### Area of Expertise Requirement

**Need Driving Licence** No

### Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Commitment and Motivation
- Communication
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Working in Teams

## Conditions of Service and other information

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### Condition of Service

[Click here to view Conditions of Service](#)

### Conditions of Service:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

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Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

### **Supervision, induction and duty of care of UN Volunteers** ([Roles and Responsibilities of Host Entity](#))

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration and official processes;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.
  
- Investigate misconduct: sharing reports with the UNV;
  
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities' services during pandemics).

#### **Application Code**

PSER000157-9667

#### **Application procedure**

This assignment is part of UNV's disability inclusion strategy. UNV seeks to 1) provide opportunities for persons with disabilities to serve as UN Volunteers 2) enable UN partners to expand diversity and inclusion of persons with disabilities in their workforce worldwide 3) build a talent pipeline of qualified professionals with disabilities who can contribute to the attainment of the Sustainable Development Goals (SDGs) at national and global levels, with focus on national capacity.

Only candidate with disabilities is eligible to apply for this position. If shortlisted for this assignment, you will be asked for a copy of an official document confirming that you have a disability from a general practitioner, or from an organization of persons with disabilities.

#### **Reasonable Accommodation**

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The UN system wishes to create an inclusive workplace and commits to taking appropriate measures to enable persons with disabilities to access and benefit equally from employment and other engagement opportunities such as volunteering, by providing reasonable accommodation. In this context, “reasonable accommodation” means necessary and appropriate modifications and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms.[1].

[1] Convention on the Rights of Persons with Disabilities, Article 2

### **UNV Conditions of Service and Entitlements**

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging their own housing and other living essentials. National UN Volunteers are part of a health insurance plan.

National UN Specialist Volunteers in Palestine receive approximately **ILS 4724.83** as Monthly Living Allowance. Applicable dependents (primary family unit, up to 3) will be eligible for health insurance.

For more information about UNV Conditions of Service and Entitlements, please refer to the following:

<https://www.unv.org/become-volunteer/volunteer-your-country/conditions-service>

<https://vmam.unv.org/calculator/entitlements>

### **Application procedure**

Please apply via the link below. You can then either log in if you already have a VMAM account or register via ‘Candidate Signup’.

**Important: On your profile, kindly select the response “yes” to the question whether you consider yourself a person living with a disability.** Should you require special arrangements to facilitate the interview and assessment during the selection process, please indicate this in the “special remarks” field in your profile. In case you are facing accessibility constraints kindly write an email to [support@unv.org](mailto:support@unv.org). Application deadline: 27 June 2021.

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/UFNFUjAwMDE1Nw==>

### **Disclaimer**

*United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.*