



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.

- 1. Type of Assignment:** International UN Volunteer
- 2. Type of Assignment Place:** Family Duty Station
- 3. Assignment Title:** UNV Programme Officer for Human Settlements
- 4. Link with UNV Strategic Framework:** Securing access to basic social services
- 5. Duty Station, Country:** Phnom Penh, Cambodia
- 6. Duration (in months):** 12 months
- 7. Expected Starting Date:** February/ March 2017
- 8. Host Agency/Host Institute:** UN-HABITAT Office for Cambodia

9. Organizational Context/Project:

The United Nations Human Settlements Programme, (UN-Habitat) is the UN agency, which is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all.

UN-Habitat started in 1996 to assist and support the Government of Cambodia to develop an inclusive urbanization and human settlement upgrading process. The Cambodia Office is under the direct supervision of the Director and the Human Settlement Officers of UN-HABITAT Regional Office in Fukuoka. It is responsible to coordinate, cooperate and to implement urban relevant targets of the Habitat Agenda and the Millennium Development Goals – and now the Sustainable Development Goals. Therefore it is necessary to harmonize, interact,

T. +49 (0) 228-815 2000

A. Platz der Vereinten Nationen 1, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

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and collaborate with other United Nations bodies, funds and programmes and to cooperate with all development partners, including the civil society, the private sector, foundations, academic institutions, research centers and others.

The project of the last decades comprised the areas of urban poverty reduction; water, sanitation and hygiene (WaSH) initiatives; climate change adaptation and disaster recovery assistance.

As stated above the office has heavy responsibilities to achieve and promote the Habitat Agenda in governmental and interagency environments in Cambodia. As such, the office has not yet been able to focus on its outreach throughout the country to the degree to which it wants. A current pressing issue is the localization of the recently agreed global Sustainable Development Goals (SDGs), which have to be embedded in the Cambodian context. Especially goal number 11 – the aim to reach ‘sustainable cities and communities’ - is directly connected to the UN Habitat mandate. For Cambodia a severe challenge hereby is the reduction of urban inequality and the achievement of an equitable and sustainable development, which is connected to adequate housing and tenure security. One step to achieve these aspects, is the needed timely implementation of already existing pro poor policy documents as the Circular 03 and the new National Policy on Housing. Both documents promote the right to adequate shelter especially for the poor and marginalized, but both are not fully implemented, as resources and capacities in human, technical and financial aspects are lacking.

Therefore, the UN Volunteer assigned to UN-Habitat in Phnom Penh, Cambodia, provides support to governmental and interagency activities and is requested to focus on the assistance of the Habitat Programme Manager (HPM) to build relationship with development partners, civil society and the private sector, to raise resources and to promote awareness of the UN-Habitat agenda at the regional and country level. This will help to build, manage, plan and finance sustainable urban development.

10. Description of tasks:

Under the direct supervision of the UN Habitat Programme Manager (HPM) for Cambodia and the Human Settlements Officer, the UN Volunteer will support UN Habitat Cambodia’s work by undertaking the following tasks:

Specific tasks:

- Day to day support of HPM; inter alia; drafting and reporting of projects and programmes, participating in meetings, ensuring follow-up, and accompanying UN-HABITAT missions;
- Assist in the planning, promotion, partner finding, and resource mobilization for a new urban project, that is aiming - in a collaborative manner - to improve urban poor settlements and city wide upgrading through the implementation of existing pro poor policies (inter alia: the Circular 03 ‘on resolution on temporary settlements on land which has been illegally occupied in the capital, municipal and urban areas’ (2010) and the National housing Policy (2014)) and furthermore through innovative strategies;

- Participate on behalf of Habitat in relevant working groups;
- Where appropriate, play a coordination role for urban sector, by liaising, governments, donors and programmes active in urban sector and link with the Cambodian Urban Forum, the Slum Upgrading Forum and other relevant platforms to localize and implement the SDGs (especially goal 11);
- Facilitate the work of consultants, advisers and experts and establish and maintain collaborative relationships with counterparts in government, multilateral and bilateral donor agencies and civil society to address emerging issues relating to urbanization.
- Provide backstopping and monitoring for on-going projects as necessary;
- Coordinate and provide information and materials for partners to organize the World Habitat Day event, and participate in World Urban Forums.
- Perform other tasks as requested by Supervisor, especially related to youth.

General tasks:

- Assist in the preparation and formulation of project documents and work plans, as required for the implementation of the Country Programme, including project documents, progress reports, work plans and budgets; and ensure that these are of the required standard and are prepared and submitted in time;
- Assist in the preparation of regular correspondence with UN Habitat headquarters, regional and local UN offices, and executive agencies, and Government authorities on programme and project proposals, resource mobilization, M&E, and reporting;
- Assist in advocacy and resource mobilization efforts of the Country Office by preparing relevant documentation, i.e. project summaries, conference papers, concept notes, speeches, donor profiles and participating in donor meetings and public information events.
- Disseminate information including campaign materials, UN Habitat publications and global commitments and decisions on human settlements issues in conjunction with the Information Office;
- Assist, where necessary, UN-HABITAT supported Programmes/Projects with recruitment and procurement.
- Perform other duties as assigned.

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.

11. Results/Expected Outputs:

Upon completion of the one-year assignment, the UN Volunteer should:

- Have essentially contributed to the development and implementation of the Habitat Agenda in Cambodia, especially in terms of urban poor settlement upgrading and localization of SDGs;
- Have a comprehensive understanding of the development assistance framework of the United Nations, UN-HABITAT and Cambodia, both in terms of its substantive objectives and the operational aspects of those assistance frameworks;
- Have developed personal capacities and skills through coaching, mentoring and formal on-the-job training, when working with (inter-)national staff or (non-)governmental counterparts, including Implementing Partners (IPs);
- Be able to use the acquired skills, including the drafting of project proposals, etc. in subsequent assignments within the development community or within relevant government agencies and ministries;
- Systematically apply, integrate and document Age, Gender and Diversity (AGD) perspective throughout all assignments;
- Encourage collaborative work through volunteerism that promotes further sustainable development and encourages further people to engage.

12. Qualifications/Requirements:

A) Qualifications, skills, experience:

Degree level: Bachelor's degree

Type of Degree: in urban planning, social sciences, international relations, development studies or other relevant field

Years of work experience: at least 2 years of relevant work experience, preferably gained in the area of international environment and/or in a developing country

Language: excellent written and spoken English knowledge, with the ability to write clearly and concisely. Knowledge of Khmer is an asset.

Driving license: No

Computer skills: be familiar with standard software applications including word processing, spreadsheets, and internet.

- **Language (s)**, Fluency in oral and written English;

Driving license required: not applicable

Computer skills:

- Competent in the use of standard office tools (Word, Excel, Power Point).

B) Competencies and values:

- **Key competencies of the assignment:** a good understanding of the Cambodia country context and current development issues, in particular issues related to urban management, poverty alleviation and any other human settlement related issues.
- **Integrity and professionalism:** demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
- **Accountability:** mature and responsible; ability to operate in compliance with organizational rules and regulations.
- **Commitment to continuous learning:** initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- **Planning and organizing:** effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
- **Teamwork and respect for diversity:** ability to operate effectively across organizational boundaries and different national and cultural backgrounds of staff; ability to establish and maintain effective partnerships and harmonious working

13. Living Conditions:

The climate of Cambodia is tropical, monsoonal and is characterized by heat and humidity. The rainy season lasts from May to October and the hot, dry season from November until April.

Houses and apartments are available to suit most budgets and preferences. House hunting is not difficult in Phnom Penh. The usual means of locating suitable accommodation is through estate agents/realtors. International UN Volunteers are required to follow the UN residential security requirements as per the local MORSS when choosing their accommodation.

There are few taxi operators in Phnom Penh, so for daily transportation the cheapest, fastest and most frequent mode of travel is by a tuk-tuk (a motor-powered rickshaw). Some UN volunteers chose to purchase their own mode of transportation, be it a car, a motorbike or a pushbike. They are strictly recommended by UN security to wear seatbelts in cars and helmets when traveling on motorbikes, tuk-tuk or bicycling.

In terms of health, common diseases in Cambodia are those which exist in other tropical countries like diarrhea, malaria, dengue and HIV/AIDS. Most of the serious cases have been reported contracted in hilly, rural and densely forested areas. City dwellers like in Phnom Penh can also be at risk due to poor disposal of waste. Generally in cities, people use purified water for drinking and cooking. The recommended vaccinations are those against typhoid, Hepatitis A, Hepatitis B, Tuberculosis and Japanese Encephalitis.

While medical facilities in Cambodia are sufficient for the treatment of most routine ailments and minor accidents, illnesses and accidents of more serious nature require medical evacuation, usually to Bangkok or Singapore.

14. Conditions of Service for international UN Volunteers:

The duration of your assignment is 12 months.

A volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three). In January 2016, the MLA for an International UNV Specialist in Cambodia is US\$ 1,999.88.

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,571. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living.

The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website (<http://icsc.un.org>). For example, if the PAM for the current month is 54.6%, then the VLA for that month will be (US\$ 1,571 x 54,6 /100) + 1,571= US\$ 2,429. Moreover, a Family Allowance (FA) is added in accordance with the number of recognized dependents: US\$ 250 if the UN Volunteer has 1 recognized dependent, and US\$ 450 if the UN Volunteer has 2 or more recognized dependents.

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

15. Application Procedure:

If you have not yet registered in the UNV database, please apply by registering your profile at <https://ereta.unv.org/html/index.php?module=myprofile>. Important: Once you have created your UNV account by validating your email address, please complete all sections of your profile.

Go to 'Special Recruitment' section on the left menu, click on the 'Edit' button and select the advertisement code "16FFJPN_CMB" from the drop down list. Please do not forget to click the 'Update' button.

If you are registered in the UNV database, please update your profile at: <http://myprofile.unv.org> click on the 'Special Recruitment' option on the left menu, then click on the 'Edit' button and select the advertisement code "16FFJPN_CMB".

Application deadline is 15 December 2016. Only short-listed candidates will be contacted.

This assignment is funded by the Government of Japan, therefore only nationals from Japan are eligible to apply. Please note that if you have previously served as a UN Volunteer (funded by JICA as a former *Japan Overseas Cooperation Volunteer*) you are not eligible to apply.