

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

IRQR000194--Livelihoods Project Officer

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>	Iraq
<b>Host Institute</b>	United Nations Development Programme
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	2
<b>Duration</b>	12 months
<b>workbench.possibility_of_extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Erbil [IRQ]

**Assignment Place**

Non-Family Duty station

**Assignment Place Remark**

Enhancing livelihood

**Living Conditions**

UN personnel in Iraq operate in a volatile security environment. In Erbil duty station personnel work in secured compound with limited access outside of the city, which usually can only be done with stringent clearances and depending on the destination, a military escort. Erbil is a non-family duty station and is classified as security risk moderate. UN personnel in Erbil live in MORSS (Minimum Operational [Residential] Security Standards) compliant residences outside of the UN compound.

International personnel operating in Iraq must take online security awareness in the field trainings prior to arrival in Iraq and undertake a mandatory Security Induction Awareness Training (SAIT) immediately upon arrival.

The Rest and Recuperation (R&R) cycle in Erbil is 8 weeks, with the designated place of R&R being Amman, Jordan.

Currently there are UN flights (UNAMI and UNHAS) to and from Iraq, covering Iraq, Kuwait and Jordan. There are many international flights Baghdad and Basrah.

There are some ATMs operational in Erbil (Northern Iraq). The dominant currency in use in Iraq is USD. The Iraq dinar is used with an exchange rate of approximately USD 1 = 1,220 Iraqi dinar. Market is mostly cash-based; both USD and Iraqi Dinar are widely accepted. Payments by credit cards are accepted in limited number of shops.

UN personnel need to be culturally sensitive and adjust to the culture of the country.

## Assignment Details

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**Assignment Title**

Livelihoods Project Officer

**Organizational Context & Project Description**

On 10 June 2014, fighters led by the Islamic State in Iraq and the Levant (ISIL) captured the major northern Iraqi city of Mosul after three days of fighting. The fall of

Mosul, and the quick advance of ISIL and its allies south towards Baghdad, plunged Iraq into one of the most, if not the most, significant political, social and security crisis the country has experienced since 2003. It also led to a huge displacement of Iraqis which is currently estimated at around 3.2M Internally Displaced People (IDPs). Since then, substantial progress has been achieved in recapturing some areas previously held by ISIL. The Iraqi Government, with support from an international coalition of partners in its fight against ISIL, has started planning for the immediate stabilization of newly accessible areas which will allow the displaced population to return to their home areas.

UNDP has been assisting the Government of Iraq with efforts to stabilize the selected areas that have been liberated from occupation by the Islamic State of Iraq and the Levant (ISIL) through its Funding Facility for Stabilization (FFS). The FFS Project was established in 2015 to assist the Government of Iraq to respond to its identified stabilization priorities which allow the sustainable return of IDPs.

In order to support the newly liberated areas, the coalition of partners in their fight against ISIL have financed the Funding Facility for Immediate Stabilization (FFIS) which was set up by UNDP in June 2015. This facility channels resources to the priorities identified by the rapid assessments carried out by local authorities of newly liberated areas and has 4 windows: (i) rehabilitation of light infrastructure, (ii) jumpstarting the local economy, (iii) short term capacity building and, (iv) community reconciliation.

Enhancing livelihood and employment opportunities is one of the urgent priority needs that falls under window two of the FFIS. UNDP's efforts in the livelihoods sector will be closely allied with the broader goal of strengthening peaceful coexistence and greater community solidarity. The main mechanisms for jumpstarting the local economy are public works programs through a Cash for Work modality such as cleaning of public spaces, painting, rubble and waste removal. Other mechanism is small business grants for shopkeepers who have lost their assets and need an additional incentive to re-open shops again and livelihoods for vulnerable female headed households.

## **Sustainable Development Goals**

16. Peace, Justice and Strong Institutions

## **UNV Focus Area**

Peace building

## Task description

Under the direct supervision of the Livelihoods Specialist, the Livelihoods Project Officer will undertake the following duties and responsibilities;

Quality control of livelihoods activities which UNDP is supporting and ensure monitoring in close coordination with the Livelihoods Specialist;

Prepare monitoring reporting templates and provide technical advice to project counterparts to ensure smooth progress and quality in implementation of the activities;

Conduct monitoring missions and spot check visits to ensure good conduct and compliance to project guidelines and conditions;

Collect and update relevant data and information on the progress indicators of livelihood activities in a regular manner, through daily follow up and face-to-face interviews with project beneficiaries;

Undertake daily monitoring and quality control for all livelihoods projects through periodic random calls to the workers/ beneficiaries, to ensure that all beneficiaries from the various activities are receiving their benefits;

If requested, keep track on financial and expenditure records related to livelihood activities in collaboration with the Livelihoods Specialist. Identify operational and financial problems of livelihood activities and develop solutions;

Establish and maintain an archiving system for all Livelihoods Projects/ contracts in both soft and hard copies including contact details of partners, vendors, field monitors and Liaison Officers;

Consolidate the weekly reports provided by field monitors through Liaison Officers, review and validate those reports;

Quantify/ validate the records provided by field monitors in comparison with records/ reports provided by the companies/ contractors;

Support the Livelihoods Specialist in building the capacity of local counterparts and relevant support teams through strengthening the monitoring, reporting and management skills;

Support the Livelihoods Specialist in furnishing all the documents needed to process of payments for contractors after making sure all quantifications, documentation and all other requirements are completed and finalized;

Conduct any special assignments required by the Livelihoods Specialist regarding quick assessments, and in-depth analysis of specific case/s;

Support resource mobilization for UNDP's livelihoods activities under FFIS;

Contribute to write-ups about beneficiaries' stories and field observations, if needed;

Provide back-stopping support to all Livelihoods Team members where and when needed;

Provides logistic and liaison support for activity implementation of FFIS Livelihoods Component.

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.

### **Results/Expected Outputs**

Weekly report on successful achievements of the above duties and responsibilities.

Field Reports based on the field visits conducted on weekly/ bi-weekly bases.

Quantified/validated reports for the reports provided by the 3<sup>rd</sup> party field monitors.

- 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**

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**Required Degree Level**

Bachelor degree or equivalent

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W. [www.unv.org](http://www.unv.org)

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

## Education - Additional Comments

Bachelor Degree in Business Administration, management, IT or any other related field.

**Required experience**                      60 months

## Experience Remark

4-5 years of relevant experience in the areas of monitoring, quality control and/ or project management;

## Language Skills

- English (Mandatory) , Level - Fluent
- AND - Arabic (Mandatory) , Level - Working Knowledge

## Area of Expertise

- Crisis and conflict prevention, mitigation, resolution and reconciliation Mandatory

## Area of Expertise Requirement

Experience in project monitoring, data validation and site supervision;  
Good capacity to write qualitative and quantitative technical reports.  
Experience in usage of computers and office software packages (MS Word, Excel, etc.);  
Knowledge of UNDP System will be considered as an advantage.

**Need Driving Licence**                      No

## Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Communication
- Creativity
- Ethics and Values

- Integrity
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- 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 for International Specialist:

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.

A UN 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).

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\$ 1,587. 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, kindly enter the link [Calculator](#)

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.

### **Application Code**

IRQR000194-2506

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## Application procedure

\* Not yet registered in the UNV Talent Pool?

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

\* Already registered in the UNV Talent Pool?

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

Application deadline: 05 March 2018

## 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.*