

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BHRR000025--Technical Coordinator

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

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|---------------------------------|--------------------------------------|
| Country of Assignment | Bahrain |
| Host Institute | United Nations Environment Programme |
| Volunteer Category | International Specialist |
| Number of Volunteer | 1 |
| Duration | 12 months |
| Possibility of Extension | Yes |
| Expected Starting Date | 30-09-2021 |
| Duty Station | Manama [BHR] |
| Assignment Place | Family Duty Station |
| Assignment Place Remark | |

Living Conditions

The Kingdom of Bahrain, is an Arab constitutional monarchy in the Arabian Gulf. West Asia Office is located in the Seef Business District of Bahrain.

Offices are located at the 6th, 7th, 10th & 11th floors of Tower B at Sehab Executive Towers.

Building No 3552, Road 2849, Block 428, Seef, Manama.

Accommodation:

Elite Seef Residence and Hotel is a 4-star hotel that is located within close proximity to our offices. The hotel offers UN personnel small suite at a discounted monthly rate (around BD 700) and provide a lease agreement for the purpose of CPR. We strongly therefore, recommend that you reside at this hotel for your first month unless you have made different arrangements.

Most Staff reside at furnished apartments or compounded houses / villas at either close proximity to the office or schools. Notable residential areas to consider are Reef Island, Saar, Juffair, Amwaj Island, Budaya, amongst others. Lease agreements are normally for 1 year (with diplomatic clause); however, some landlords may accept shorter periods.

Entry Visa: Administration unit will submit application for entry visas on behalf of staff members and their dependents.

Visa to UN staff and their dependents are issued free of charge

Visa processing time is a couple of weeks on average. For some nationalities, it may take up to two months.

You will be sent a scanned copy of the visa once issued which you need to print and present at the airport (at the arrival desk just before immigration). Our protocol assistant, who shall receive you at the airport, will hand over the original in person, to airport immigration.

Assignment Details

Assignment Title Technical Coordinator

Organizational Context & Project Description

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. This post is located in UNEP / Regional Office for West Asia at the Manama duty station.

This UNV assignment is part of UNEP's project on the regional implementation for the UN Decade on Ecosystem Restoration. This project will help countries act against the impacts of climate change and biodiversity loss. The project will also draw together political support, scientific research and financial assets to massively scale up restoration from successful pilot initiatives to areas of millions of hectares. To enable this transition, we will need to provide strategic leadership, technical expertise, and project support to inspire, empower and enable those striving to make a difference.

Sustainable Development Goals 15. Life on Land

Task description

Within the delegated authority and under the supervision of Programme Management Officer, Healthy and Productive Ecosystems Subprogramme or his/her designated mandated representative(s), the UN Volunteer Technical Coordinator will:

- Contribute to the overall facilitation and coordination of the implementation of the Regional implementation of the UN Decade on Ecosystem restoration
- Support in the drafting of TORs and project concept notes
- Develop and monitor the regional action plan, with plans for engagement at all levels (Policy Level, Youth, Gender, Community) as well as other partners
- Contribute to the organization and technical preparation of meetings, webinars, etc. This would include preparation of materials, info notes, stock taking of restoration activities in the region, preparing meeting reports
- Identify and develop project proposals for an ecosystem restoration flagship programme in West Asia and presented at Regional Forums and workshops.
- Research, analyse and present information gathered from diverse sources on UN Decade on Ecosystem Restoration.
- Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Performs other duties as required, related to the UN Decade on Ecosystem Restoration in the region, as conducting communication activities, social media
- Any other related tasks as may be required or assigned by the supervisor.

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

- Develops, implements, monitors and evaluates assigned programme/projects. Provides thorough, well-reasoned written contributions, e.g., background papers, analysis, sections of reports and studies, inputs to publications, etc. Develops and maintains effective working relationships. Promulgate coherent policies, and consistent adherence to these by clients. Efficiently uses of resources.
- As an active UNEP/ROWA team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNEP/ROWA and its beneficiaries in the accomplishment of her/his functions, including:
- Enhance and ensure effective project management by maintaining the delivery of appropriate technical, operational and administrative outputs;
- Strengthening and maintaining a collaborative working relationship with project partners through effective communication, consultation and reporting;
- Strengthening the effectiveness and finally the completion of the projects within a timely, financial and quality manner;
- Increase awareness on the different sub-programmes and projects of the office across the countries and other UN agencies;
- Communicate the project's impact across the UN and external stakeholders;
- 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 Master degree or equivalent

Education - Additional Comments

Advanced higher degree (Master's or equivalent) in area related to biodiversity, land management, ecosystems management; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree.

Required experience 84 months

Experience Remark

- At least 7 years of professional work experience at the national and/or international level in biodiversity, land management, ecosystems management, as is experience working in the UN or other international development organization;
- Expert in Sustainable Land Management/ecosystem management in development context;
- Experience with programme and project development, integrated planning and analysis, implementation and management;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;

- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- *Desirable*: valid national driver's license and proven ability to drive manual gear 4x4 over rough terrain; (if not applicable, delete)
- Sound security awareness;
- Have affinity with or interest in the environment, volunteerism as a mechanism for durable development, and the UN System.

Language

- English (Mandatory) , Level - Fluent
- AND - Arabic (Optional) , Level - Fluent

Area of Expertise

- Other energy, environment and climate change related experience Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Working in Teams

Conditions of Service and other information

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

Conditions of Service for International Specialist:

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 across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to

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We are inspiration in action

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

begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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\$ 1,682. 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 UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

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.

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 including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- 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;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- 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

BHRR000025-10558

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: 25 September 2021

doa.apply_url

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

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.