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.

Country of Assignment: Iraq
Host Institute: UN Assistance Mission for Iraq
Volunteer Category: International Specialist
Number of Volunteer: 10
Duration: 8 months
Possibility of Extension: Yes
Expected Starting Date: Immediate
Duty Station: Baghdad [IRQ], Basrah [IRQ], Mosul [IRQ], Erbil [IRQ]
Assignment Place: Non-Family Duty station
Assignment Place Remark: Living Conditions

The UN Volunteer will live in Baghdad, which is not a family duty station. The official offices of UNAMI will be located inside the “International Zone”, which comprises all UN Offices operating out of Baghdad. Generally speaking, stringent security measures are in place throughout the country, and UN Volunteers, as other UN staff, are quite limited in all duty stations in Iraq when it comes to movement (walking virtually not allowed). Movement is done inside the “International Zone”, in armored vehicles. This assignment does not require travel outside the duty station. International personnel operating in Iraq must take online security awareness trainings (Basic Security and Advanced Security in the Field) prior to arrival in Iraq and undertake a mandatory Security Induction Awareness Training (SAIT) immediately upon arrival. The Rest and Recuperation (R&R) cycle for the Baghdad duty station is 4 weeks, with the designated place of R&R being Amman, Jordan. There are many international flights to and from Erbil, Baghdad, and Basra. There is no particular dress code to be observed; however, somewhat conservative European casual wear is highly recommended. Depending on the field location of project activities, additional considerations with regards to dress code can be required, and advice on the required would be
Assignment Details

Assignment Title
Regional Electoral Officer

Organizational Context & Project Description
The United Nations has been assisting Iraq with the establishment of the Electoral Management Body (initially Independent Electoral Commission of Iraq, 2003, currently Independent High Electoral Commission), and the development of the institution’s capacities to administer electoral processes.

Despite major military operations against the Islamic State in Iraq and the Levant (ISIL), in November 2017, the political and security environment in the country remains complex and unpredictable.

Regardless of the efforts on the development of technical capacities within IHEC over the years, public perception of the institution has been declining, particularly after the 2018 legislative elections.

Since October 2019 the country has experienced major public unrest through continuous demonstrations and sit-ins in Baghdad and all over the country. Amongst demands for better delivery of public services, Iraqi street protests also called for government reforms, and organization of early elections – elections to be held before the normally expected date which would be the end of the current legislature, in May 2022.

On 5 December the Council of Representatives voted on a new Independent High Electoral Commission (IHEC) that provides for nine commissioners from the judiciary, who took office on 13 January 2020. The United Nations Assistance Mission for Iraq (UNAMI), through its Office of Electoral Assistance (OEA) has since then been working closely with the nine commissioners to enhance their understanding of the different electoral aspects. The new law also provides for changes to the positions of Director-General, both in headquarters and governorates offices, which has a strong impact on the existing technical capacity of the institution.

The current projects set up the framework for an intensified technical electoral assistance, with a strong presence of international experts in the various technical areas of the preparation of the electoral process, at headquarters and at the governorate electoral offices aiming at building the capacity of the electoral commission to administer elections in a professional and transparent manner in order to increase the process credibility.

The project will evolve around three outcomes:

1. The electoral institution has the capacity to administer technically sound, credible, inclusive and sustainable elections;
2. Improved public confidence and participation in the electoral process;
3. Election related complaints manages before, during and after election.

Sustainable Development Goals
16. Peace, Justice and Strong Institutions

Task description
Within delegated authority, the Regional Electoral Operations Advisor will be responsible for the following duties:

- Support the Regional Operations Advisor (ROA) by ensuring the Independent High Electoral Commission (IHEC) implement operational plans;
- Provide advice to the IHEC Governorate Election Offices on all electoral operational activities.
- Support the development and capacity building of the IHEC Governorate Elections Offices (GEOs);
- Establish and maintain professional and productive partnerships with the IHEC GEOs;
- Establish effective communication mechanisms with the national officers embedded with the IHEC GEOs;
- Provide regular reports to the ROA about the GEO’s progress in operational preparations for elections;
- Perform other related duties as required.
Qualifications/Requirements

- Excellent knowledge of Microsoft Word, Excel, Power Point;
- Perform other related duties as assigned by supervisor;
- Perform other related duties as required.

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 support of the United Nations in the area of responsibility contributes to credible and inclusive elections, minimising violence and maximising the chances of legitimate government, peace and stability;
- The United Nations mandated support in the area of responsibility is implemented effectively, using resources efficiently and minimising risks to the organisation;
- The supervisor has access to accurate and timely information as well as advice on the electoral process and its implications;
- 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.

Required Degree Level

Bachelor degree or equivalent

Education - Additional Comments

- A first-level university degree, in Political Science, International Relations, Law, Public Administration, or a related field.

Required experience

24 months

Experience Remark

- A minimum of two years progressively responsible experience in electoral assistance; supervising, implementing, supporting or advising on Field and Operations processes is required;
- Experience in developing countries is required, and experience in post-conflict situations is desirable;
- Experience providing services to or in a field operation of the United Nations Common System or a comparable international organization is an advantage;
- Knowledge of UN rules, regulations, policies and procedures an asset;
- Previous experience of managing a team of different backgrounds and the ability to manage and coordinate complex projects is desirable;
- Have affinity with or interest in UNAMI’s mandate, volunteerism as a mechanism for durable development and the UN system.
Language

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

Area of Expertise

- Election support activities Mandatory
- Election management Optional

Area of Expertise Requirement

Excellent knowledge of Microsoft Word, Excel, Power Point;

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment to Continuous Learning
- Communication
- 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:


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 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 Entities)

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  
IRQR000380-9205

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: 06 June 2021

doa.apply_url  
https://vmam.unv.org//candidate/show-doa/SVJRujAwMDM4MA==

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.