

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

IRQR000388--Driver & Log/Admin

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

Country of Assignment	Iraq
Host Institute	UN-Habitat
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	6 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Basrah [IRQ]
Assignment Place	Non-Family Duty station

Assignment Place Remark

Living Conditions

UN personnel in Iraq operate in a volatile security environment. Basra is classified as security risk moderate. The UN has identified two hospital and clinics for UN staff medical care. UN personnel in Basra are not entitled to danger pay

In Basra, UN personnel work in secured compounds with limited access to the city. UN offices are located in Basrah International Hotel and independently around the city in secure locations. Movements in and around the city may require security clearances and depending on destination outside the city, may require police/military escort. Food, water and electricity are available but bottled water is recommended for drinking. Internet is available and there is adequate mobile phone coverage through local providers.

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.

UN personnel operating in Iraq must take online security awareness in the field training (BSAFE) prior to contract start and undertake a

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

mandatory Safe and Secure Approaches in Field Environments (SSAFE) within 30 days of contract start. Currently there are internal UN flights originating in Baghdad to/from Basra. Basra has an International Airport and all major carriers such as Turkish, Qatar, Emirates, Middle East Air, Jordan Air, and others have flights (pending COVID-19 travel restrictions).

There are some ATMs operational in Basra for both local currency and USD and there is an ATM at the Basrah International Hotel. The dominant currency in use in Iraq is USD. The Iraq dinar is used with an exchange rate of approximately USD 1 = 1,450 Iraqi Dinars. 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. The climate is very hot and humid and expect summer temperatures to be around 45-50 degrees Celsius while winter is a bit more pleasant. Dress code is casual, similar to Baghdad, except in high-level meetings. Basra is an oil rich city, people are educated, cultured, hospitable and welcoming.

Assignment Details

Assignment Title Driver & Log/Admin

Organizational Context & Project Description

The United Nations Human Settlements Programme, UN-Habitat, is the United Nations agency for cities and human settlements. UN-Habitat's humanitarian work is guided by its Strategic Policy on Human Settlements in Crisis and the agency is a member of the Inter-Agency Standing Committee (IASC). At the core of UN-Habitat's work is UN-Habitat People's Process and New Urban Agenda, which places participatory urban analysis, and planning as a central pillar of humanitarian response, recovery and the rehabilitation of fragile cities.

UN-Habitat has been active in Iraq since 1996. After 2003, UN-Habitat was largely engaged in early recovery efforts, particularly supporting internally displaced persons (IDPs) through the provision of shelter and reconstruction solutions. Since then, UN-Habitat Iraq's portfolio has expanded beyond emergency response to include both humanitarian programmes, such as providing IDPs and returnees with shelter and water, sanitation and hygiene infrastructure, and promoting urban recovery of areas affected by conflict, and developmental programmes that delivers technical support to address durable solutions for IDPs and informal settlers as well as essential capacity building for relevant government institutions. UN-Habitat Iraq follows a multi-dimensional and coherent approach in tackling diverse urban issues. These range from emergency response such as providing safe and basic shelter for IDPs and returnees, to projects that aim to build and develop the capacities of local and national governments in planning and managing urbanization, to more theoretical endeavours including research and analysis on the dynamics of urbanization and the impacts of armed conflict.

UN-Habitat is currently seeking to expand its support into southern governorates of Iraq through a number of different initiatives including the setting up of urban observatories in Muthanna governorate, conducting urban upgrading, contributing to the socio-economic development of the **Maysan and Eastern Hammar Marshes**, and launching post-COVID recovery programmes in **Basra**.

The objective of this assignment is to provide reliable, safe and secure driving services to the UN-Habitat team in UN-Habitat Iraq's projects in southern governorates. Expected to use discretion, initiative and sound judgment in planning and scheduling routes and follows the advice of the senior staff in the vehicle.

Sustainable Development Goals 11. Sustainable Cities and Communities

Task description

Within the delegated authority and under the supervision of the Head of UN-Habitat Iraq or his/her designated mandated representative(s), and reporting the UN-Habitat LSA Log/Admin in Basra, the UNV Driver – Log/Admin will:

Driving and Vehicle Maintenance:

- Provide reliable, safe and secure driving services to the authorized personnel inside and outside the Green Zone within the southern governorates; Trips to/from Baghdad might be required;
- Ensures availability of all the required documents/supplies including vehicle insurance, vehicle registration, vehicle logs, office directory, map of the city/country, first aid kit, and necessary spare parts in the assigned vehicle; keeps track of insurance and

other tax formalities.

- Ensure proper storage and provision of PPEs (Personal Protection Equipment) and have them available for Red Zone missions.
- Responsible for first aid kit preparation and maintenance;
- Ensure proper use of official vehicles through the accurate maintenance of daily vehicle logs.
- Responsible for day-to-day maintenance of the assigned vehicle(s) by checking oil, water, battery, brakes, tires etc.; Perform minor repairs and arrange for changes of vehicle fluids and parts as needed;
- Maintain vehicle maintenance plans/reports and ensure the periodic servicing of the vehicle in accordance with its scheduled time or mileage limit performing minor repairs and arranging for major repairs as needed and keep records of major repairs.
- Ensure that the vehicle is kept clean, inside and out;
- Ensure that immediate steps as required by rules and regulations are taken in case of involvement in an accident and report any accident or hazardous activity to the UN-Habitat LSA.
- Expected to use discretion, initiative and sound judgment in planning and scheduling routes and follows the advice of the senior staff in the vehicle.
- Keep high security awareness and report the suspicious activity and actions of individuals both entering the Basra Green Zone as well as those waiting for the escort
- Train and advise UN-Habitat team on the use of vehicle radio and first aid kit as required;
- When travelling on missions, responsible for radio communication in reporting to base stations upon departing and arriving at all designated security points.
- Support the LSA – Log/Admin with submission of paperwork, follow up, liaison, and other as necessary and relevant to the post.

Logistics and Administration:

- Prepare, process and follow-up on administrative arrangements and forms related to the official travel of staff; draft routine correspondence;
- Maintain files of rules and regulations, logistics and administrative instructions and other related documentation; maintain up-to-date work unit files (both paper and electronic);
- Organize and coordinate administrative arrangements for meetings, seminars, conferences, training, etc. and support translation as needed;
- Facilitate basic logistics and administrative processes, including the request of quotations and analysis of pro-forma invoices, as well as related miscellaneous clerical duties;
- Collect and deliver mail, documents, and other items.
- 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

- As an active UN-Habitat team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UN-Habitat Iraq and its beneficiaries in the accomplishment of her/his functions.
- 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
- 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 Secondary education

Education - Additional Comments

- Secondary school diploma

Required experience 60 months

Experience Remark

- Applicants must be a resident of Basra Governorate and may be asked to provide a copy of Residence ID card as evidence.
- Must possess a valid Iraq driver's license
- Ability to drive an armoured vehicle is required.
- Previous experience as a professional driver for an international organization.
- Previous experience with logistics and administration is required.
- Strong knowledge of driving rules and regulations
- Knowledge of minor vehicle repairs and maintenance and emergency requirements such as changing a tire.
- Experience in the UN common system and its procedures is an asset.
- Sound security awareness is desirable.
- Minimum age criteria established at 22 years of age.

Language

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

Area of Expertise

- Administration and administrative assistance Mandatory
- Logistics and supply management Optional

Area of Expertise Requirement

- Proficiency in use of computers and software packages (MS Word, Excel, etc...)

Need Driving Licence No

Competencies & Values

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

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.

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

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

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

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

IRQR000388-9597

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.

This is a national UN Volunteer assignment, therefore only nationals of Iraq and legal residents in Iraq with the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 23-09-2021**doa.apply_url**<https://vmam.unv.org/candidate/show-doa/SVJRUjAwMDM4OA==>**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.

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org***We are inspiration in action***

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

