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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Iraq</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Baghdad [IRQ]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
</tr>
</tbody>
</table>

Living Conditions

The UN Volunteer will live in Baghdad, which is not a family duty station. The official offices of UNDP will be located inside the “International Zone”, which comprised 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 requires travel outside the duty station to project locations in different parts of the country, as required by the job. 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...
Assignment Details

Assignment Title

Project Management Specialist

Organizational Context & Project Description

Iraq’s rampant corruption, impacting on every aspect of its citizens’ lives, was one reason for civil unrest in October 2019. Low oil prices and the pandemic have accelerated the quest for change. Against the background of popular calls for action against corruption and the need for international investment in Iraq, the international community has improved conditions to engage with the government and provide support in taking substantive and sustainable steps to combat corruption and promote economic growth.

Iraq acceded to United Nations Convention Against Corruption (UNCAC) in 2008 and gradually adjusted its legislative and strategic framework to the Convention. The first (2013) and second (ongoing) cycles of review of the implementation of the Convention have identified several areas for improvement in legislation, strategic framework and requests for technical assistance. Iraq recently adopted a National Anti-Corruption Strategy, has initiated a review of its legislation and made a breakthrough in investigation after the creation of a committee for the investigation of high-profile corruption in August 2020. However, significant gaps remain in legislative and strategic framework, investigation and adjudication, enforcement and recovery of stolen assets.

Iraq adopted in March 2021 the New York Convention on the Recognition and Enforcement of Foreign Arbitral Awards, but its legislation has to be revised to comply with the convention, court jurisdictions have to be expanded, capacity of judges and arbitrators has to be built and modern systems of hearing and certification need to be established.

Building on its previous experience, the United Nations Development Programme (UNDP) in Iraq has launched a project in May 2021 to support public partners at federal and the Kurdistan Regional Government to improve their capacity and legal framework to combat corruption and conduct commercial litigation.

The project titled “support to justice initiatives curbing corruption and promoting commercial dispute resolution” (hereinafter, Anti-Corruption & Arbitration, ACAI) is funded by the European Union for a period of four years. The project works closely with the Prime Minister Office in Baghdad and supports directly the Commission of Integrity, the Higher Judicial Council and the Legal and Integrity Committees of the Council of Representatives. In Erbil, the project follows a similar mechanism of collaboration. Further, the project works with key civil society and investigative media organizations.

The project has the following specific outcomes: (1) Improved Legislative and Strategic Framework for Anti-Corruption Reforms; (2) The justice sector, lawyers and CoI are better equipped to process corruption offences due to (2.1) improved technical skills relevant for corruption investigation, prosecution, adjudication and (2.2) improved integrity rules of the justice sector; (3) Improved capacity and legal framework to conduct commercial litigation through (3.1) better legal framework and capacity building for arbitration and (3.2) further development of the commercial court; (4) Create a climate of support in Parliament for anti-corruption reforms; (5) Increased transparency and public accountability.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

1. Support administrative, operational and financial quality assurance

- Support to ensure compliance of project activities and operations with UN/UNDP rules, regulations and policies;
- Track expenses, support to ensure proper allocation and use of funds, and timely payments to vendors through Atlas
- Facilitate operations for project implementation notably the holding of workshops, conferences and public events; in collaboration
with operations team identify solutions for operational and financial problems
• Support new staff and consultants with admin, security and operational issues

2. Advice and support in procurement
• Support project budget and procurement plan preparation and revision
• Support in designing, drafting and revising of ToRs, deliverables, scope of works, call for proposal etc.
• Follow up the procurement processes to ensure timely provision of services and goods to the project
• Support timely processing of individual contracts including approvals of reports, timesheet and invoice, certification of pays etc. in line with UNDP regulations and guidelines
• Support cost recovery

3. Advice and support in human resources processes
• Support designing of the HR plan, the drafting of the ToRs and job announcements
• Follow up the recruitment processes including posting, shortlisting, technical tests and interviews, contractual terms to ensure the project is timely and adequately resourced

4. Overall management support:
• Support project management by ensure compliant to UNDP rules and regulation, templates and processes
• Closely work with Project Management Support Unit and the Governance Pillar to enlist support for the project
• Maintain regular communication and coordination with relevant partners, to implement activities in a timely manner;
• Facilitate a good working relationship and collaboration between key government partners and UNDP;
• Support to strengthen partnerships between government entities and civil society organizations, including through improved planning;

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
• Effective programming, implementation monitoring and reporting;
• Tasks are delivered in an efficient manner, to a high quality.
• The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
• Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment.
• Qualitative indicators where applicable are formulated and integrated into the M&E framework and tools
• 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
Master degree or equivalent

Education - Additional Comments
Master degree in Business Administration, Public Administration, Political Science, Peace and Conflict Studies, International Relations, Development Studies, Economics, or related field

Required experience
48 months

Experience Remark
At least four years of work experience in reporting, monitoring and evaluation or communication, preferably in an international context.

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

Area of Expertise
- Administration and administrative assistance Mandatory
- Human resources management and development Mandatory
- Other rule of law or governance related experience Optional

Area of Expertise Requirement
Development programmes, technical assistance and volunteer management

Need Driving Licence
No

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 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

IRQR000394-9779

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: 19 June 2021

doa.apply_url
https://vmam.unv.org//candidate/show-doa/SVJRUjAwMDM5NA==

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.