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>Erbil [IRQ]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
</tr>
</tbody>
</table>

**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 to Erbil, Baghdad and Basrah.

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

Assignment Title
Programme Officer

Organizational Context & Project Description

The Project aims to assist the Government of Iraq (GoI) to restore the legitimacy of the country’s institutions and to renew the social contract between citizens and state. The strengthening of local governments’ functions and services is key to unlocking the blockages of the current post-conflict scenario and to mitigating the political risks linked to the elections held on May 12, 2018, and the unmet citizen grievances that could contribute to destabilizing the country.

The programme is in line with the EU priorities set out in the EU strategy for Iraq endorsed by the Member States in Jan 2018. It addresses the EU Consensus on Development priorities of People, Peace, Prosperity, and (partially) Planet. The planned interventions also fall in line with the objectives of GoI’s new National Development Plan 2018-2022, and they contribute to the progressive achievement by Iraq of SDG 11, while promoting progress toward Sustainable Development Goal(s) SDGs 5, 7 and 8.

The overall goal is to contribute to the stability and socio-economic development of Iraq by enhancing democratic governance at the local level. The specific outcomes are: (1) selected Governorates are able to manage effectively and transparently local government systems and public services; (2) economic growth and job opportunities have increased in selected Governorates, with a special focus on green projects involving youth and women; and (3) living conditions in conflict-affected areas have improved and returnees are assisted.

Programme activities will focus on enhancing local government systems by supporting decentralization processes; implementing selected local priority development projects already listed in the existing local development plans at the provincial level and assisting returns and better living conditions in conflict/fragile areas, through the rehabilitation and upgrading of housing and community infrastructure and services.

Sustainable Development Goals
16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the Programme Manager, the International UN Volunteer will undertake the following tasks:

1. Support effective and efficient delivery of project results, which entails inter alia:
   - Support coordination efforts with other implementing partners;
   - Support to ensure compliance of project and operations activities with UN/UNDP rules, regulations and policies; implementation of project and operations strategies;
   - Work as the secretariat for the different coordination groups on project implementation;

2. Coordination and Partnerships, which entails inter alia:
   - 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;
   - Support to facilitate coordination efforts with other implementing partners;
   - Work with the relevant UNDP Technical and Communications colleagues to develop the required advocacy messages, strategies and materials.
3. **Report writing**

- Drafting of succinct and detailed narrative donor and internal reports within deadlines, including annual progress, post-activity and quarterly reporting and any other project documentation;
- Responsible for drafting project ToRs; Update projects’ Results and Resources Framework (RRF) and logframes. Drafting and brainstorming of project activity concept notes;
- Provision of support in proof-reading of communication materials and drafting of communication activity concept notes;
- Participate at external meetings with INGOs, NGOs, relevant UN clusters, Implementing Partners and other stakeholders
- Ensure that project lessons learned, and best practices are captured, documented and periodically shared with relevant stakeholders.

Conduct other activities as assigned by the direct 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 UNDP team member, the volunteer will render efficient, timely, responsive, client-oriented and high-quality support to UNDP, its partners, counterparts and beneficiaries in the accomplishment of her/his functions, including ensuring the following:

1. Project activities are tracked and documented using the UNDP sharepoint platform in coordination with the programme team (and upload of reports);
2. A positive, results-orientated perspective on tasks is adopted;
3. Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment; and
4. A final statement of achievements towards volunteerism for peace and development during the assignment, such as reports, 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**

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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</table>

**Education - Additional Comments**

Master's degree in Journalism, Law, International Relations, Economics, Business Administration/Management, Social Sciences or a related fields.

**Required experience**

36 months

**Experience Remark**

3 years of relevant professional experience in reporting
Language

- English (Mandatory), Level - Fluent

Area of Expertise

- Development programme/project administration Optional
- Public information and reporting Mandatory
- Resource mobilization, partnership and donor coordination Mandatory

Area of Expertise Requirement

Need Driving Licence

No

Competencies & Values

- Accountability
- Building Trust
- Commitment and Motivation
- Judgement and Decision-making
- Leadership
- Managing Performance
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision

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**

IRQR000408-10225

**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:** 16 August 2021

**doa.apply_url**

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

**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.*