

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

LBNR000460--Programme Assistant

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	Lebanon
Host Institute	United Nations Population Fund
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Beirut [LBN]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. This position is based in Beirut. National UN Volunteers are part of the malicious insurance plan. National UN Volunteers are expected to be culturally sensitive and adjust to the prevailing culture and traditions.

Assignment Details

Assignment Title	Programme Assistant
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T. +49 (0) 228-815 2000
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

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

Organizational Context & Project Description

UNFPA Lebanon has been established since 1993 extending support and advise for promoting universal access to reproductive health as well as preventing and responding to Gender based violence. On policy advise, UNFPA works closely with key stakeholders and decision makers such as ministers, administrators and parliamentarians. For enhancing access to services, UNFPA collaborates with service providers and targets the beneficiaries namely women, youth and adolescent girls. Since 2019, Lebanon has been witnessing unprecedented and challenging times that the country is going through with ongoing civil unrest, the Beirut port explosion (August 2020) and its repercussions, political impasse, the worst economic crisis in its modern history, pandemic restrictions with an overwhelmed health care sector, and the humanitarian refugee situation with more than 1.5 million Syrian refugees living in dire conditions. The crisis has driven more than half the Lebanese population into poverty as evidenced by the WB and ESCWA and it is estimated that around 80% of the Refugee population also live in poverty.

In 2020, UNFPA responded to the above crises by scaling up its interventions, engaging around 25 implementing partners, targeting more than 300,000 beneficiaries, operating in more that 75

locations, all were meant to reach out to the most vulnerable and affected persons especially those vulnerable ones and living in harsh conditions.

In view of this challenging situation, the UNFPA Country Office (CO) needs to ensure it possesses the required resources and expertise to ensure the timely delivery of response and high-quality activities and services. UNFPA Lebanon has identified its strategic priorities focusing on Gender Based Violence (GBV) and Reproductive Health (RH) with particular emphasis on youth (males and females) while ensuring full alignment with the 2021 Lebanon Crisis Response Plan, the 3RF (reconstruction, rehabilitation and reform), the 2017-2022 UN Strategic Framework, and the UNFPA Country Programme (2017-2022).

Accordingly and in 2021, UNFPA has developed several projects (and additional ones are being developed) with various partners (ministries, NGOs and professional associations) that aim at providing women and adolescent girls with access to GBV and RH services. Of particular importance are a) projects that are innovative in nature, b) ones implemented on a pilot basis to assess new approaches and c) projects ready to be scaled up based on successful pilot-based interventions. Therefore, the UNFPA CO is seeking to engage a UNV Programme assistant who will be entrusted to support a set of projects falling in these 3 categories.

Under the overall guidance and supervision of the UNFPA Head of Office, the UNV will work at the UNFPA Country Office (CO) in coordination with all programme/thematic units as well as the MEAL and communication officer to ensure timely, adequate and efficient conceptualization, implementation and monitoring of the projects and initiatives. The UNV will be coordinating mainly with external actors namely implementing partners, line ministries, civil society organizations, sector coordinators and UN agencies.

Throughout all its work, UNFPA aims at promoting innovation, participatory, inclusiveness of beneficiaries.

Sustainable Development Goals

3. Good Health and Well-being

Task description

Within the delegated authority and under the supervision of the Head of Office or his/her designated mandated representative(s), the UNV Programme Assistant will provide overall support for the coordination, implementation and monitoring of selected projects including projects that are innovative in nature, b) ones implemented on a pilot basis to assess new approaches and c) projects ready to be scaled up based on successful pilot-based interventions all under both the humanitarian and development nexus). The UNV will undertake the following tasks:

- Provide needed support for enhancing and reinforcing coordination and collaboration among various entities/partners;
- Suggest new partners/experts based on comparative advantage and areas of expertise and pursue conclusion of partnership;
- Support in assessing existing partners for possible re-engagement and/or scaling up for implementation of interventions;
- Keep abreast of innovative approaches and successful initiatives at country, regional and global level and assess feasibility to be replicated/scaled up;
- Contribute to preparing Terms of Reference and support in ensuring consultants are delivering tasks under the various projects;
- Contribute in identifying research gaps to be supported/initiated;
- Support in development/finalization/monitoring/coordination of related annual workplans with the implementing partners and provide needed support in revising workplans;
- Provide support on projects expenditures and disbursements and timely delivery of financial reporting and ensure adequacy with activities;

- Carry out literature/desk review and develop/prepare needed documentation;
- Assist the communication officer in capturing best practices and human stories;
- Review and follow up with suppliers of services i.e. consultants, to ensure completion of tasks as agreed with UNFPA,
- Contribute to review and input on related annual, monthly, quarterly, sector/research reports, strategies, plans, donor reports, etc.;
- Ensure follow up to actions/recommendations agreed upon;
- Provide needed information and resources as requested by UNFPA Country office, regional office and/or headquarters;
- Participate in various coordination mechanisms as advised by supervisor ; and
- Perform any other duties as may be assigned by the Head of Office.

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 [UNFPA] team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNFPA and its beneficiaries in the accomplishment of her/his functions, including:
 - Projects and activities implemented with adequate and timely follow-up, monitoring and support;
 - Innovation mainstreamed across various projects and interventions;
 - Related consultancies undertaken and finalized based on agreed upon Terms of Reference;
 - Projects' needs assessment, training, and technical support identified and implemented;
 - Reports and documents developed, reviewed and finalized;
- 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 Bachelor degree or equivalent

Education - Additional Comments

Bachelor's degree in a relevant area, e.g. Public Health, Social Sciences, gender studies, international studies, humanities.

Required experience 60 months

Experience Remark

- At least 5 years of professional work experience at the national and/or international level in managing and coordinating health, gender, or protection, or other relevant programmes; experience with governmental and non-governmental organizations in Lebanon is an asset, as is experience working in the UN or other international development organization;
- Work experience in humanitarian settings is highly desirable;
- 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;
- Sound security awareness;
- Have affinity with or interest in reproductive health and gender issues, volunteerism as a mechanism for durable development, and the UN System.

Language

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

Area of Expertise

- Development programme management Optional

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Commitment and Motivation
- Commitment to Continuous Learning
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- 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.

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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 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 LBNR000460-9967

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 Lebanon and legal residents in Lebanon with the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 27-09-2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/TEJOUjAwMDQ2MA==>

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.