

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MOZR000751--Livelihood and Economic Inclusion 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	Mozambique
Host Institute	UN High Commissioner for Refugees
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	until 31-12-2021
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Pemba [MOZ]
Assignment Place	Non-Family Duty station
Assignment Place Remark	

Living Conditions

The position is based in Pemba, the capital of Cabo Delgado Province, in the north of Mozambique. Pemba is a D, Non-Family duty-station. Mozambique has a total population of about 29 million people and Maputo is its capital city. The total area of Mozambique is 799,380 Km square from North to South. It is tropical hot and humid. The hottest and wettest months are December to February, when the average daily minimum temperatures are around 22°C and the average daily highs of 30°C. The rain season is between October and April. Winters (June to August) are mild with the average daily temperature ranging from 13°C to 24°C.

Cabo Delgado is bordering Tanzania, with a population of over 2.2 million individuals according to the 2017 census. The province, considered one of the poorest in the country, was hit by cyclone Kenneth in April 2019, which affected several villages, causing material damage and the displacement of many residents. The province has also been targeted by armed groups that have been attacking local villages since October 2017. The number and intensity of attacks increased consistently in 2020.

Communication and transport services are available at various costs. The housing market is healthy but quite expensive (from US\$ 800 to US\$ 1,500 per month). Pemba has one large supermarket and

one international airport. The metical is the local currency and exchange rate stands at USD 1 equivalent to about 62.5 meticais (MZN) as per June 2021. Pemba has 3 major health facilities: ISOS clinic, CLIDIS private clinic and the Provincial hospital. There is a wide range of Banks and ATMs to meet financial needs. Credit/debit cards are accepted in most places. UNDSS-cleared hotels are available, with the rates differing depending on the availability and season.

The current operational circumstances require frequently long working hours. This is a stressful work context, making capacity for self-care critical. According to the security level system, Cabo Delgado is at level 4. Crime in Pemba and villages outside of the capital is concerning and UN personnel must remain vigilant and aware of their surroundings. Traffic accidents are common in Mozambique due to the poor condition of the roads and poor driving and vehicle standards.

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

Assignment Details

Assignment Title Livelthood and Economic Inclusion Assistant

Organizational Context & Project Description

The United Nations High Commissioner for Refugees (UNHCR) is an international organization with the mandate to assist persons in need of international protection; asylum seekers; refugees; statelessness; and internally displaced persons. The UNHCR operation in Mozambique has its main office in Maputo and field offices in Nampula and Pemba. The working language in the UNHCR offices in Mozambique is English.

The NUNV Livelihood and Economic Inclusion Assistant will be part of the Livelihoods Unit within the Operation. The incumbent will support in operationalizing the strategic vision to align livelihoods and economic inclusion efforts with the Global Compact on Refugees (GCR) and Policy on Engagement in

Situations of Internal Displacement, which underscores the need to mobilize additional actors and to adopt a whole-of-society approach to strengthen persons of concern (PoC) self-reliance and help ease pressure on host countries. S/he will contribute to the objectives of the unit under the direct supervision of the Associate Livelihood and Economic Inclusion Officer.

The NUNV Livelihood and Economic Inclusion Assistant will collaborate closely with UNHCR livelihoods partners, government agencies, private sector and financial services providers as well as other relevant stakeholders to enhance the economic inclusion and improve self-reliance of both PoC and host community members. The incumbent will also be expected to deliberately explore opportunities of collaboration with other UNHCR cross cutting areas such as protection, education, cash, partnerships, research and analytics, GBV, solutions, complementary pathways and more. To document good practices, results and to generate knowledge, the NUNV Livelihood and Economic Inclusion Assistant will work closely with the supervisor to build on UNHCR databases and support regular information sharing and coordination among different humanitarian, developmental and governmental stakeholders. S/he will assist to mobilize PoC of different age, gender and background and to ensure that all stakeholders well understand the potential of economic inclusion of PoC and host community members, and to help communicate opportunities to PoC.

Sustainable Development Goals 11. Sustainable Cities and Communities

Task description

Within the delegated authority and under the supervision of Associate Livelihoods Officer or his/her designated mandated representative(s), the UNV Livelihood and Economic Inclusion Assistant will:

Explore partnerships with relevant stakeholders to enhance economic inclusion of UNHCR PoC. This includes working with economic development agencies to adapt their programmes to become inclusive of UNHCR PoC, working with the private sector to enhance inclusion of UNHCR PoC in their labour force and supply chains, working with financial service providers to enhance financial inclusion, and working with public and private sector service providers to include UNHCR PoC in

- supporting services (business development, micro-finance, training, saving accounts, poverty alleviation and social protection, etc.).
- Support work with the multi-functional team, more specifically with the Protection Unit, to collect information about the legal framework for the right to work and rights at work.
- Support the implementation of socioeconomic and wealth ranking surveys to inform targeting, monitoring and facilitation of the engagement of development programmes.
- Participate in necessary assessments in collaboration with relevant private and public stakeholders, including impact assessments on local economies and surveys that help to inform interventions and identify investment and funding opportunities that enhance the economic inclusion of UNHCR PoC.
- In case UNHCR is implementing specific livelihoods activities, work closely with and provide technical assistance on livelihoods interventions to help ensure they are market-based, and that the role of UNHCR has been strategically determined in consideration of its comparative advantage vis-à-vis other partners.
- Prepare field reports and other relevant reports relating to livelihoods and make recommendations for interventions that enhance PoC economic inclusion to the designated officer.
- Provide overall support to the supervisor including assistance in the organization of meetings, workshops and working sessions.
- Organize and participate in workshops, training programmes, monitoring visits and working groups with regards to livelihood programming.
- Draft routine documents contribute to assessments and participate in inter-agency meetings.
- 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

As an active UNHCR team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNHCR and its beneficiaries in the accomplishment of her/his functions, including:

- Effective support is provided to the needs assessment and needs analysis of POC in the country in a participatory manner using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning and in due consideration to the centrality of protection and do-no-harm.
- Support in ensuring that relevant operational partnerships are regularly monitored and reported on in compliance with established guidelines and procedures.
- The participation of POC is assured through continuous assessment and evaluation using participatory, rights and community-based approaches.
- Obstacles towards POC inclusion in labor markets and business identified and strategies to overcome these obstacles developed in partnership with government entities and development actors.
- Livelihoods interventions are developed, implemented and monitored.
- UNHCR Operation in Pemba has sufficient support in the field of livelihoods thus better able to provide sound advice and guidance to its Implementing and Operational Partners.
- Capacity of UNHCR Operation in Pemba is strengthened so that more and ever-improving livelihoods programs are implemented and PoCs self-reliance is achieved.
- Self-reliance is enabled for POC through the application of International and National Commitments including Sustainable Development Goals (SDGs), and relevant UN/UNHCR protection standards.
- Livelihoods activities are guided by global, regional and country priorities and reflect UNHCR's policy on age, gender and diversity (AGD).
- Participation of persons of concern is ensured through continuous assessment and evaluation using participatory, rights and community-based approaches.
- Income-generating activities carried out by partners and PoCs/host communities are effectively implemented, monitored and evaluated according to the planned programmes.
- All livelihoods interventions are implemented based on technical advice and relevant policy/guidance.

- Reports are on time and in accordance with the requirements of the field, country office, Regional Bureau of Southern Africa, Headquarters and donor requirements.
- 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

2 years relevant experience with High School Diploma; or 1 year relevant work experience with Bachelor or equivalent or higher

Required experience 24 months

Experience Remark

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;

Have affinity with or interest in protection, economic development, volunteerism as a mechanism for durable development, and the UN System.

Language

- English (Mandatory) , Level - Working Knowledge
- AND - Portuguese (Mandatory) , Level - Fluent

Area of Expertise

- Protection of refugees, asylum seekers and IDPs Optional
- Other development programme/project experience Mandatory

Area of Expertise Requirement

Excellent oral and written skills; excellent drafting, formulation, reporting skills;

Accuracy and professionalism in document production and editing;

Working knowledge of local languages used in Cabo Delgado is an advantage.

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;

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;

Sound security awareness;

Need Driving Licence

No

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>

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We are inspiration in action

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

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 MOZR000751-10159

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' <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: 04 August 2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/TU9aUjAwMDc1MQ==>



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.

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