

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### MWIR000122--Associate Settlement Planning Officer

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

<b>Country of Assignment</b>	Malawi
<b>Host Institute</b>	UN High Commissioner for Refugees
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	01-10-2021
<b>Duty Station</b>	Lilongwe [MWI]

#### Assignment Place Remark

Assignment is with family

#### Living Conditions

Lilongwe is a medium sized, peaceful and green city. It has limited opportunities in terms of shopping and entertainment, but the surrounding countryside and especially Lake Malawi provide good opportunities for holiday and weekend trips. Lilongwe has a small but lively expatriate community, which makes it easy to settle in. Housing options are limited but most of UN staff is able to find suitable accommodation within a few months after arrival. In general terms there is a very basic infrastructure as well as leisure and recreational facilities. Basic supplies are available in major cities. Good schools are available in Lilongwe. Lilongwe is a Family duty station categorized as a B. There have been reports of some incidents of criminality and assaults in Lilongwe, UNDSS has designated certain areas of Lilongwe where UN staff can live in. In general, with some minor precautions, it is possible to have a normal lifestyle.

## Assignment Details

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W. [www.unv.org](http://www.unv.org)

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

**Assignment Title**

Associate Settlement Planning Officer

**Organizational Context & Project Description**

The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country ([www.unhcr.org](http://www.unhcr.org)).

**Sustainable Development Goals**

11. Sustainable Cities and Communities

**Task description**

Within the delegated authority and under the supervision of Senior Durable Solutions Officer or his/her designated mandated representative(s), the UN Volunteer Associate Settlement Planning Officer will undertake the following tasks:

- Assess and confirm the feasibility of setting up camps for refugees in accordance with international recognised criteria of accessibility, security, water resources and type of terrain. Assess potential expansion of existing site as needed. Produce drawings of camps including infrastructure based on field data collected by GPS.
- Work in close coordination with relevant local Government Ministries and relevant Departments to ensure that technical factors related to natural resources, local law issues, protection of environment, land property issues and local communities land use are included in any assessment.
- Develop site planning and its implementation modalities, including construction of communal infrastructures, taking into account overall needs of target groups, their cultural preferences and the concerns of the local communities.
- Ensure that camp design takes into consideration protection concerns including those related to gender-based violence and potential discrimination of persons with specific needs.
- Ensure that site designs take into consideration security concerns (especially those of women and children) and plan adequate location for all required infrastructure.
- Assist development and implementation of UNHCR programs through analysis of budgetary implications of technical inputs. Provide cost estimations of technical activities, including development of bill of quantities for construction of infrastructure and other works.
- Work in close collaboration with UNHCR partners in each site/camp to facilitate achievement of international standards.
- Develop adequate tools for monitoring technical activities and provide regular monitoring and evaluation of implementation by UNHCR partners, including assessment of contracting procedures.
- Provide technical guidance to UNHCR management and to partners, including establishment of adequate strategy for care and maintenance of the transit centres/camps and their associated infrastructure.
- Provide regular technical reports, including specific progress reports on status of the implementation.
- Assist UNHCR office with any other technical related issues as required by the Supervisor.
- Ensure use of participatory and community-based approaches in the planning and implementation of projects, ensuring that humanitarian responses build on local capacity.

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**

- To support the Country Operation in operationalizing a viable settlement for persons of concern in Dzaleka camp and other locations in the country.
- Consider that the settlements in Dzaleka and in the support countries are planned in a multi-sectoral integrated manner supporting safe and equitable access to basic services from the beginning e.g. following a master plan (Spatial Planning and

infrastructure development) approach to settlement planning.

- Develop a new refugee settlement in Northern Malawi provide the land is made available by the government.
- To develop refugee settlements that will promote the self-reliance of refugees and host communities by providing better livelihoods opportunities and enhanced integrated service delivery,
- 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

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**Required Degree Level** Bachelor degree or equivalent

### Education - Additional Comments

**Type of Degree:** A bachelor's degree in Architecture, Civil Engineering, Construction, Urban Planning is required

**Required experience** 36 months

### Experience Remark

### Desirable Qualifications and Skills:

- At least 3 years of professional work experience in refugee programmes or similar humanitarian operations including planning sites for refugee settlement, camp infrastructure and related technical issues.
- Excellent oral and written skills, excellent drafting, formulation and reporting skills are a requirement.
- Excellent interpersonal skill, culturally and socially sensitive; ability to collaboratively work a team of various background
- Proficient in use of computer applications and knowledge of settlement planning tools e.g. AutoCAD & GIS.
- Self-motivated, ability to work with minimum supervision, ability to work with tight deadlines
- Sound security awareness.

### Language

- English (Mandatory) , Level - Fluent

### Area of Expertise

- Protection of refugees, asylum seekers and IDPs Mandatory

### Area of Expertise Requirement

- Professionalism: demonstrated understanding of operations relevant to UNHCR; technical capabilities or knowledge relevant or transferrable to UNHCR procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
- Integrity: demonstrate the values and ethical standards of the UN and UNHCR in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization's interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority;
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; excellent interpersonal skills;

ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;

- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;
- Flexibility: adaptability and ability to live and work in potentially hazardous and remote conditions, involving physical hardship and little comfort; to operate independently in austere environments for protracted periods; willingness to travel within the area of operations and to transfer to other duty stations within the area of operations as necessary;

Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards UNHCR mission and vision, as well as to the UN Core Values.

**Need Driving Licence**

No

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- 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 for International Specialist:**

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 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** MWIR000122-10555

**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: 23 September 2021**

**doa.apply\_url** <https://vmam.unv.org/candidate/show-doa/TVdJUjAwMDEyMg==>



**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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