

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### MWIR000125--Associate External Relations and Reporting 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>	01-01-2022
<b>Duty Station</b>	Lilongwe [MWI]
<b>Assignment Place</b>	Family Duty Station

#### 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

**Assignment Title**

Associate External Relations and Reporting 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**

- Keep abreast all developments in operations to prepare appropriate briefings and reports.
- Prepare periodic reports, i.e. donor updates, internal sitreps, briefing notes for senior managers, and activity-specific reports as required.
- Prepare funding submissions for donors, and draft any required after-action reports.
- Develop and maintain working relationships with the government, NGOs, and UN agencies to ensure cooperation in inter-related activities.
- Support the UNHCR-led Cluster activities by preparing and distributing minutes, assisting in the organization of meetings; occasionally chairing meetings, and serving as the general secretariat for the relevant Cluster.
- Support the supervisor in preparation for meetings and missions drafting of talking points.
- Organize and accompany missions for VIP visitors, delegates to visit refugee sites or the activities of UNHCR implementing partners.
- If there is no Public Information (PI) focal point in country, serve as PI focal point, contributing to and coordinating press events, interviews, PI missions and other activities related to information dissemination to the general public to promote UNHCR activities.

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**

- 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;
  - A final statement of achievements towards volunteerism for 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

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**Required Degree Level** Bachelor degree or equivalent

## Education - Additional Comments

**Type of Degree:** International Relations, Political Science, Journalism, Communications, Business of Public Administration.

**Required experience** 24 months

## Experience Remark

A minimum 2 years of experience in a field related to external relations, communications, media relations or reporting.

- **Computer skills:** Knowledge of Microsoft applications: Word, Excel, PowerPoint
- Demonstrated skills in oral and written communication.

## Language

- English (Mandatory) , Level - Fluent

## Area of Expertise

- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Mandatory
- Protection of refugees, asylum seekers and IDPs Mandatory

## Area of Expertise Requirement

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations.
- 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.
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- 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; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups;
- Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards 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

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**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.

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*We are inspiration in action*

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

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** MWIR000125-10621

#### **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: 22 September 2021**

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

#### **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.*