

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

NGAR000177--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

Country of Assignment	Nigeria
Host Institute	UN High Commissioner for Refugees
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	01-10-2021
Duty Station	Maiduguri [NGA]
Assignment Place	Non-Family Duty station

Assignment Place Remark

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Living Conditions

Security environment in the North East continues to be a cause of concern due to ongoing armed conflict between security forces and insurgents. Despite some recent gains by security forces, Boko Haram insurgent group remains resilient and continues to resort to asymmetrical warfare resulting in collateral damage among civilian population. UN Security Level-3 is currently in place in Maiduguri, and it is non-family duty station. This implies that official and private road travel by staff is limited as per the MOSS and all official missions in this region should not begin before 07:00 and be in a secure location no later than 18:30. Security escort is not required for travel within the city. However, police escorts are required as per MOSS for travel by road for most of the directions outside Maiduguri city. Most of the areas of responsibilities are accessible by UNHAS helicopters. Manual security clearance as well as TRIP system

clearance should be obtained from UNDSS for all travels by road/air within North-East of Nigeria. Traveling from Maiduguri to major cities (Abuja, Lagos, Yola, etc.) can be on several UN cleared commercial air carriers, as well as UNHAS.

UNHCR Maiduguri has a guest house for the international staff assigned, and for all other staff coming on mission. The guest house is the best so far in the city, and provides basic facilities namely TV, hot shower, and a clean room. The Rest and Recuperation (R&R) cycle in Maiduguri is 6 weeks, with the designated place of R&R being Accra, Ghana.

There is a UN Clinic in Maiduguri, and other UN recommended hospitals. Although these hospitals are not up to internationally acceptable standards; they provide basic health care services.

The official currency is Nigerian Naira (NGN). Cash is the main means of transaction though cards are also accepted at some hotels and shops. You are encouraged to open local bank account. US dollars can be exchanged at hotels and banks, once you arrive in Maiduguri the driver can guide you on this. Below is to give you approximate idea of exchange rate in August 2021:

UN Rate: 1 USD = 411.19 NGN

Bank Rate: 1 USD = 409.11 NGN.

Local Market Rate: 1 USD = 497.00 NGN

Nigeria is a unique country and Maiduguri is a unique (humanitarian) operation. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

Assignment Details

Assignment Title

Associate Settlement Planning Officer

Organizational Context & Project Description

1. 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).

UNHCR has also been involved in various IDP operations at the request of the concerned countries or the United Nations General Assembly/Secretariat General (UNGA/SG). Further to the humanitarian reform in 2005, UNHCR has been appointed to ensure the leadership of Protection, Shelter/NFI, and Camp management and camp coordination clusters in emergency settings. As a result, the staffing requirements have increased in UNHCR's operations worldwide. In Nigeria, UNHCR plays the role of co-sharing with IOM the Shelter/ NFI and CCCM sector, coordination for the Protection sector working group. In the meantime, UNHCR, as a protection agency, is implementing activities to promote a favorable protection environment. In addition, UNHCR Nigeria continues to respond to a complex humanitarian situation in northeast Nigeria which has caused massive internal displacement and refugee outflows into the neighboring countries of Cameroon, Niger, and Chad.

UNHCR's humanitarian response targets IDPs, IDP return-ties, and refugee returnees in this complex humanitarian environment. The 2021 Humanitarian Response Plan (HRP), puts the number of IDPs in Northeast Nigeria at 2.2 million. The ongoing efforts by the Nigerian forces to liberate more areas from Boko Haram control continue to create new displacements. As the military liberates new areas, some IDPs spontaneously return to their Local Government Areas (LGAs). The improved situation in some areas also engendered the spontaneous returns of refugees from neighboring countries. The movement of the humanitarian actors to the areas outside the state capitals is through helicopters. In some locations, humanitarian hubs, where humanitarian workers can stay on mission for a maximum period of three days, have been established.

Sustainable Development Goals

10. Reduced Inequalities

Task description

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

In particular, s/he will

1. Coordinate and lead the shelter cluster technical working group on sites and settlement planning, refining the scope of the WG, defining and implementing a workplan and plan of action.
2. Establish systems to identify track and monitor emergency settlement planning needs and activities across NE Nigeria. This will focus on displacement sites, both existing and requiring decongestion strategy.
3. Work with other clusters to ensure that relevant standards are developed adapted and effectively communicates.
4. Develop sound technical guidance on site planning including emergency minimum standards with a view of long-term implications and future urban development.
5. Actively work to ensure that physical site planning takes account protection concerns, including where relevant, deconfliction and security, access to services for those living with disabilities and reduced risk of GBV issues relating to poor site planning.
6. Ensure that each site has planning to reduce key risks including wind, flooding and fire.
7. Build partner technical capacity, systems and tools in site planning through coaching, training and workshops
8. Perform other duties as may be 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:

- Shelter, Infrastructure and Site Planning activities implemented, respect UNHCR and National standards and specifications;
 - Shelter/Infrastructure activities supported to ensure that objectives as defined within UNHCR Sub agreements are met within the year with specific emphasis on increased beneficiary targeting and participation;
 - Shelter/Infrastructure activities supervised, monitored and reported in a regular and consistent manner to the Sub-Office;
 - Field activities and Field staff supported by increased presence of the Technical unit by regular field visits in the Camps with activities closely monitored and supervised;
 - Technical drawings, designs, Bills of Quantities and Specifications produced by the Technical Unit are developed and reviewed to ensure consistency/coherence accuracy and appropriateness;
 - UNHCR functional units such as Admin, Supply, Program, Field, and Protection provided with the required technical support in a timely manner so that objectives of the UNHCR are attained;
 - UNHCR Implementing Partners and the Government are supported in their implementation of technical activities for the beneficiaries by also identifying areas of capacity building that can be supported by UNHCR
- 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

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Bachelors Degree in Architecture or Civil-Engineering is required for this position

Required experience 24 months

Experience Remark

Minimum 2 years of relevant professional experience with a Master's degree or 4 years of relevant professional experience with a Bachelor's degree.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Other human settlement related experience Mandatory

Area of Expertise Requirement

- Relevant professional experience includes management of humanitarian shelter or settlement programs / projects or a combination of experience in the humanitarian sector and construction related activities outside of the humanitarian sector such as supervision of construction works.
- Excellent interpersonal, teamwork and negotiation skills in a cross cultural environment and the ability to assist in communication of technical and non-technical details with Government technical staff as well as NGO staff and local authorities.

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.

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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 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

NGAR000177-10583

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: 22-09-2021

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/TkdBUjAwMDE3Nw==>

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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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