

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

PSER000173--Gender Equality and Reporting Associate

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	State of Palestine
Host Institute	United Nations Office on Drugs and Crime
Volunteer Category	International Youth
Number of Volunteer	1
Duration	12 months
Expected Starting Date	01-02-2022
Duty Station	East Jerusalem [PSE]
Assignment Place	Family Duty Station

Assignment Place Remark

This is a UN Youth Volunteer assignment and eligible candidates must be between 18 and 29 years of age throughout the assignment.

Living Conditions

The UN Youth Volunteer will reside in Jerusalem, which is a family duty station, with a variety of accommodation, restaurants and leisure activities, though the cost of living is high. As is the case for UN staff and partners, the volunteer will make his/her own arrangements for housing and transportation to and from work. International personnel live in Jerusalem and rent furnished or unfurnished apartments found using agents or by word-of-mouth through colleagues. The quality of apartments in East and West Jerusalem varies depending on the area. A one-bedroom apartment in East Jerusalem ranges between US\$ 900-1300. Personnel in Jerusalem and its vicinity usually use their own cars for transportation. Internationals who want to arrive or leave the country can either enter through Queen Alia International Airport in Amman and cross King Hussein/Allenby Bridge, or through Ben Gurion Airport in Tel Aviv (which has very stringent and time-consuming security checks in place). The health care sector is divided into public health services and private ones. The public health sector is accessible to all. Better health services can be found in private clinics and hospitals which are spread out mainly in larger cities. Sophisticated medical care, including for children, is available throughout Jerusalem. Primary and secondary education is available for the children of international personnel in Jerusalem, which includes several schools such as the Anglican International School of Jerusalem

and the Lycée Français de Jerusalem.

There are different mobile service providers in the oPt. Partner is the Israeli phone company used by the majority of UN agencies in Jerusalem. For West Bank and Gaza strip, the Palestinian company Jawwal is also available. In some areas in the West Bank and in the whole Gaza Strip, Partner does not have coverage and Jawwal is necessary to ensure communication. Incoming phone calls from some of the countries in the Arab region are not possible due to the restrictions imposed by some States against Israel.

Jerusalem has a Mediterranean climate with hot, dry summers and short, wet, cool winters; temperature and rainfall vary depending on altitude and location. The Palestinian Arabic dialect is common to Jordan, Syria, Lebanon, Egypt and parts of Iraq. In Jerusalem, English and Hebrew are also common. The Israeli shekel (NIS) is the currency of the occupied Palestinian territory and Israel. Time zone is GMT +2 hours. UN Volunteers are granted an Israeli Multiple Entry Service Visa prior to arrival, which will not allow entrance to most of the countries in the Arab region, with the exception of Jordan, Egypt, UAE, Bahrein, and Sudan. Some countries provide their citizens with a second passport if they work and live in Israel in order to be able to travel freely in the region. Please check with your Ministry of Foreign Affairs for more information. Travel into the West Bank is only permitted in a UN vehicle with a UN driver and no overnight stays are permitted. Travel into Gaza is only permitted in a hardened UN vehicle with a trained driver. Overnight stays in Gaza are strictly confined to an approved, secure hotel. For more information about the humanitarian context in the occupied Palestinian territory, see: www.ochaopt.org

Assignment Details

Assignment Title

Gender Equality and Reporting Associate

Organizational Context & Project Description

The United Nations Office on Drugs and Crime (UNODC) is a global leader in the fight against illicit drugs and international crime. Established in 1997, UNODC consists of the Drug Programme and the Crime Programme. UNODC has approximately 2,200 staff members worldwide. Its headquarters are in Vienna, and it has 18 field offices as well as liaison offices in New York and Brussels. UNODC relies on voluntary contributions, mainly from governments for 90% of its budget. UNODC is aiming to implement its operational priorities through an integrated approach to counter drugs, crime and terrorism.

The UNODC Regional Office for the Middle East and North Africa (ROMENA) covers 18 countries, for a total of 80 staff members. 1 UNODC Country Office in East Jerusalem has currently four staff members (3 national staffs, 1 international staff) and a portfolio of three different projects.

ROMENA has prepared a Regional Programme on Drug Control, Crime Prevention and Criminal Justice Reform in the Arab countries for the period 2016-2021 to support government actions in response to the evolving human security threats posed by drugs and crime in the Middle East and North African region. It is structured around five sub-programmes reflecting the priorities identified by Member States: 1) combating organized crime; 2) countering terrorism; 3) combating corruption and financial crimes; 4) strengthening crime prevention and criminal justice and 5) prevention of drug use, treatment and care of drug use disorders and HIV/AIDS prevention and care. In addition, the Regional Programme integrates four essential cross-cutting themes into all its work, namely the strengthening of data collection and research; the promotion of regional and international cooperation; the fostering of partnerships with civil society; and the mainstreaming of human rights and gender perspectives. The portfolio under Sub-Programme 4, mainly dedicated to rule of law (RoL) and criminal justice reform includes one key new regional programme on "Improving the Criminal Justice Response to Violence against Women in the MENA region."

Organizational Context & Project Description: Under this new programme, UNODC Country Office in East Jerusalem has launched a four-years project on "Eliminating Violence Against Women in the West Bank and Gaza", called Haya. This joint project is implemented in partnership with UN Women, UNFPA and UN Habitat. UNODC assistance will be two-folded; on one side, the Office will provide technical assistance to the criminal justice actors (e.g. judges, prosecutors, defence lawyers, civil police, forensic doctors, etc) handling cases of Sexual and Gender-Based Violence (SGBV) in the West Bank, and on the other side, it will develop a specific programme for schools, universities and journalists to raise awareness on SGBV and Women rights in the West Bank and Gaza.

The project on "Eliminating Violence Against Women in the West Bank and Gaza" is comprehensive and involves three levels of partnership. The UN Volunteer will therefore be interacting with 1) students from schools and universities specialized in communication and media; 2) members of CSOs (e.g. social workers and management team from shelters for victims of SGBV; community centres for women, youth clubs, etc); and 3) national counterparts (e.g. Ministry of Development and Social Affairs, Ministry of Education, and Ministry of Justice). Constant communication and coordination between the four partner agencies will also allow the UNV to deal with UN Agencies tackling the issue of violence against women from complementary but different perspectives.

In addition to help in the implementation of the other projects in the office as needed. As well as the concept notes and projects in other focus areas.

Task description

Under the direct supervision of the national project manager and the overall guidance from the Head of Office UNODC program office in Jerusalem, the UN Youth Volunteer will undertake the following tasks in order to support UNODC activities in the West Bank and Gaza and to develop new projects with a focus on violence against women and advancement for women rights:

Support UNODC Country Office in undertaking research on criminal justice and violence against women to readjust planned activities and/or develop new ones:

Contribute to preparing, developing and implementing thematic studies and/or assessments on criminal justice and violence against women (SGBV specifically) in the West Bank and Gaza;

Contribute to researching efforts, as well as to collecting, reviewing and analyzing information and reports from UNODC and other UN offices, government institutions, intergovernmental and non-governmental organizations (IGOs/NGOs), media reports and other relevant sources;

Contribute to preparing of a variety of written outputs, concepts, including background and working papers, technical reports and studies, briefings and presentations, as well as research-based reports to governing and technical bodies.

Provide support in the management and implementation of UNODC activities in the West Bank and Gaza pertaining to criminal justice and violence against women:

Assist in the main substantive aspects for the implementation of the project on "Eliminating Violence Against Women" in the West Bank and Gaza;

Through a consultative process within the country and field visits, assist in the development of strategies, methodologies, work plan responding to operational challenges;

Help in organizing relevant advocacy events and in developing and preparing material for awareness-raising and media campaign on violence against women;

Contribute to developing prevention programmes as well as SGBV awareness and knowledge programmes for Palestinian schools and universities;

Help, if necessary, in logistical preparation of UNODC-assisted activities, including meetings, seminars, gender forums and preparing presentations for these meetings and seminars as needed;

Support UNODC efforts on resource mobilization and programme development in relation to violence against women.

Support UNODC Country Office in its engagement with external counterparts:

Support UNODC engagement and coordination with other UN agencies involved in the project on "Eliminating Violence Against Women in the West Bank and Gaza" (UN-Women, UNFPA and UN-Habitat);

Provide assistance to develop, maintain and intensify contacts with IGOs/NGOs involved in the provision of services to women and girls victim of violence;

Attend meetings, as requested by the Head of Office, in particular when these relate to gender issues, and assist in drafting minutes of meetings and doing appropriate follow-up as requested.

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

Effective logistical and administrative support is provided for the timely implementation of UNODC projects in the West Bank and Gaza;

Support to advocacy and communication efforts around the implementation of projects, its results, and the issue of gender-based violence is provided;

Existing organizational policies and procedures are followed, with guidance, and reporting, data monitoring, and evaluation are carried out;

Effective support in liaising with internal and external partners is provided, and knowledge on subject matters and international negotiations is gained;

• 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

Qualifications/Requirements

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

Areas of education: Gender Studies, Law/Criminal Justice, Human Rights, International Development or related fields, with professional experience on gender equality, criminal justice, human rights or related fields.

Required experience 0 months

Experience Remark

Demonstrated interest and/or experience (ideally one year) in the field of gender equality, advancement of women rights and/or sexual and gender-based violence;
Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
Demonstrated interest in the field of security, criminal justice, law enforcement, technical cooperation, human rights, law, academic research, and international development or related fields;

Language

- English (Mandatory) , Level - Fluent
- AND - Arabic (Optional) , Level - Working Knowledge

Area of Expertise

- Other development programme/project experience Mandatory
- Gender equality and the advancement of women Mandatory

Area of Expertise Requirement

Learning Expectations

Learning and development are a central part of the UN Youth Volunteer's assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer's skills and competences, improve the quality of the assignment and keep the volunteer's motivation high.

Learning elements for the UN Youth Volunteer include the development of:

Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.

Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.

Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. The host agency will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility

- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- 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.

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

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

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) per month and 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 (choose from the drop down menu the appropriate rate here): US\$1,346. The VLA base rate is a global rate, while the PAM is 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 also 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 the final repatriation travel (if applicable). A 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 PSER000173-10590

Application procedure

Prerequisites

This assignment is funded by the Government of the Republic of Ireland, therefore only the following are eligible to apply: Irish citizen or a European Economic Area national with an unrestricted right to reside in Ireland or have a declaration of refugee status from the Minister for Justice and Law Reform.

This is a UN Youth Volunteer assignment and eligible candidates must be between 18 and 29 years of age throughout the assignment.

Selection process

Only shortlisted candidates will be contacted. The selection will be done by the UN Host Entity at the level of the country of assignment, via competency-based interviews held via skype or telephone.

Selected candidates will be invited to an assignment preparation training.

How to apply

Please apply via the link below. You can then either log in if you already have an account or register via '[Candidate Signup](#)'.

You may apply to a maximum of three assignments per advertisement and indicate your order of preference in the 'Additional Remarks' section of your profile.

Application deadline: 29 September 2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/UFNFUjAwMDE3Mw==>

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.