

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

VENR000294--Associate Shelter 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	Venezuela
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	Immediate
Duty Station	Caracas [VEN]
Assignment Place	Family Duty Station
Assignment Place Remark	Family Duty Station
Living Conditions	El boletín informativo será compartido al momento del reclutamiento.

Assignment Details

Assignment Title	Associate Shelter Officer
-------------------------	---------------------------

T. +49 (0) 228-815 2000
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

We are inspiration in action

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

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).

The UNHCR Representation in Venezuela has Country Office in Caracas, Field Unit in Caracas and four Field Offices of which three are located on the border with Colombia (Guasdalito, San Cristobal and Maracaibo) and one in Ciudad Guyana (Bolívar state), which covers the border with Brazil, Guyana and the Caribbean.

The deterioration of the situation has triggered an accelerated movement of people out of the country and to border regions and over 400,000 Venezuelans have sought asylum abroad. In addition, many Venezuelans have been undertaking pendular cross-border movements to access food staples, medicines, medical attention, education or work and livelihoods restricted by the quarantine due to COVID19. Many border cities in Táchira, Apure and Zulia have become the destination for large groups of people, mainly low-income families and unskilled workers, from the interior of the country. They cross the Colombian border on a daily basis to earn Pesos (Colombian currency) and many of them, including teenagers and children, are involved in smuggling activities. The continuous arrival of these displaced people has overstretched local basic services and collapsed accommodation facilities, causing a deterioration of security, health and hygiene conditions in border cities and villages. The humanitarian coordination architecture in Venezuela was established after an assessment of humanitarian needs undertaken in March 2019 estimated that 7 million Venezuelans needed urgent humanitarian assistance, with 2.7 million needing protection. In August 2019, the Humanitarian Response Plan was published with the aim of coordinating and expanding the humanitarian response underway in the country. The Humanitarian Response Plan has three strategic objectives:

Ensure the survival and well-being of the most vulnerable people, improving their access to essential goods and services in quantity, quality, continuity and territorial coverage with a rights-based approach.

Promote and strengthen the protection and dignity of the most vulnerable groups through a humanitarian response that strengthens institutional and community mechanisms, in accordance with humanitarian principles and the respect for human rights.

Strengthen the resilience and livelihoods of the most vulnerable people by age, gender and diversity and contribute to the sustainability of essential services.

UNHCR leads both the Protection and Shelter, NFI and Energy Clusters. In 2020, UNHCR will further expand its capacity to effectively lead these clusters and will expand its field presence to also cover the states of Amazonas, Delta Amacuro, Lara and Falcón, establish field units in San Antonio (Táchira) and Santa Elena de Uairén (Bolívar), and focus on enhancing partners' capacity to provide a more efficient and timely delivery of protection and assistance to affected populations. UNHCR will ensure proper coordination, monitoring and support. UNHCR will organize frequent meetings with partners as well as meetings of the Protection and Shelter/NFI/Energy clusters.

Sustainable Development Goals

10. Reduced Inequalities

Task description

Under the direct supervision of Programme Officer, the UN Volunteer will undertake the following tasks:

- Ensuring that UNHCR Field operations are supported in carrying out shelter needs assessments taking into account the current situation, projected population planning figures and the expected scale of returns;
- Developing country level shelter strategies which are framed by UNHCR's Global Strategy for Settlement and Shelter and take into consideration the local context, age and gender, culture, climate, environmental protection and the availability of local resources, including materials, capacities and existing infrastructure;
- Providing clear guidance on standards for shelter and settlement, including minimum emergency standards to meet basic and essential needs;
- Together with UNHCR's implementing partners, compiling, analysing and mapping available information on shelter options in country taking into account relevant policies adopted by the Government. When planning shelter works, ensuring that the technical component reflects UNHCR minimum standards for the provision of emergency and other types of shelter assistance and is within the budgetary requirements. Due consideration should be given to standards in other relevant sectors such as water and sanitation;

- Ensuring the shelter strategy is periodically reviewed to reflect the evolving situation in country and progressively transitioning to more sustainable shelter solutions. This process should be done in close collaboration with the beneficiaries and the host Government while bearing in mind the shelter needs of people upon their eventual return to their country of origin;
- Ensuring that specifications, bills of quantities and drawings are produced in a technically sound and standardised manner and establish monitoring and evaluation tools to ensure that works are implemented according to plans and completed within the designated timeframe;
- Promoting the sustainability of technical interventions through local capacity building and self-help in collaboration with local partners in the field. Ensure that local communities have been consulted on all activities so as not to create unnecessary tension between the displaced and host populations;
- In consultation with UNHCR's implementing partner and local communities themselves, identifying the need for community based Quick Impact Projects (QIPs) that can benefit the local and displaced communities;
- The position requires regular contact with programme, protection and field staff in country in order to ensure technical support related to shelter and construction activities;
- Close and regular contact with technical and non-technical staff of UN Agencies, Implementing Partners, National and International NGOs and Government Authorities, is essential to discuss matters relating to shelter and infrastructure coordination and provision;
- Maintaining regular contact with the Shelter and Settlement Section in Geneva regarding all technical matters.

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

- 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 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
- El desarrollo de las capacidades a través del entrenamiento, la tutoría y la capacitación formal en el puesto de trabajo, cuando se trabaja con (incluyendo la supervisión) el personal nacional o contra-partes (no-) gubernamentales, entre ellos Socios de Implementación (Implementing Partners IPs); • La perspectiva de edad, género y diversidad se aplica de forma sistemática, integrada y documentada en todas las actividades a lo largo de la asignación • Un balance final sobre los logros alcanzado a través del voluntariado para el desarrollo durante la asignación, como la presentación de informes sobre el número de voluntarios movilizados, las actividades en las que han participado y las capacidades desarrolladas.

Qualifications/Requirements

T. +49 (0) 228-815 2000
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

We are inspiration in action

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

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

Architecture or Civil-Engineering

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

- Spanish (Mandatory) , Level - Fluent
- AND - English (Mandatory) , Level - Fluent

Area of Expertise

- Protection of refugees, asylum seekers and IDPs Mandatory
- Civil engineering and construction supervision Mandatory
- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations 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.

Knowledge of computer software (MS Word, Excel PowerPoint), as well as the capacity to use mapping tools, i.e. GPS and knowledge of construction drawing and design software (AutoCad or MS Visio, Hipanet etc) is a great added advantage.

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
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

Condition of Service [Pulse aquí para ver las Condiciones de Servicio](#)

T. +49 (0) 228-815 2000
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

We are inspiration in action

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

Condiciones de Servicio para Especialista Internacional:

Nota sobre el nuevo coronavirus—COVID-19

La rapidez con la que evoluciona la situación creada por el nuevo coronavirus COVID-19 ha obligado a establecer importantes y crecientes restricciones a la libertad de movimientos de las personas en todo el planeta, dentro de cada país y a nivel internacional. Estas restricciones dificultan en gran extremo el que los voluntarios de las Naciones Unidas puedan llegar a los lugares de destino asignados para comenzar a prestar servicio, y VNU no puede garantizar que sus misiones podrán desarrollarse con normalidad.

Los candidatos a colaborar con VNU en asignaciones internacionales durante este periodo podrán, de manera excepcional, recibir instrucciones para trabajar desde los lugares donde se produjo su contratación hasta que se levanten las restricciones. Esta decisión queda a discreción de la entidad local. Se recomienda a los candidatos que avancen a la fase de entrevista que hablen con la entidad local para analizar las probabilidades de poder viajar y de adoptar fórmulas alternativas para desempeñar su misión. En caso de ser seleccionados, los candidatos deberán examinar cuidadosamente todas estas circunstancias antes de aceptar la oferta de VNU.

Cuando la entidad local asociada de las Naciones Unidas solicite al voluntario que preste su servicio a distancia, el multiplicador del ajuste por lugar de destino (PMA) y demás derechos vinculados podrán ajustarse al lugar de destino temporal desde el que vaya a trabajar el voluntario a petición de la entidad.

La duración del contrato es para el periodo indicado anteriormente, con posibilidad de extensión, sujeto a la disponibilidad de fondos, necesidades operativas y desempeño satisfactorio. Sin embargo, no hay expectativas de renovación de la asignación.

Las/los Voluntarias/os ONU reciben una Prestación de Subsistencia (VLA) compuesta por la Prestación de Subsistencia Mensual (MLA) y la Asignación Familiar (FA) para Voluntarias/os ONU con personas dependientes (máximo tres).

La VLA es pagada cada mes al final del mes para cubrir gastos de alojamiento, servicios, transporte, comunicaciones y otras necesidades básicas. La VLA puede ser computada aplicando el multiplicador de ajuste (PAM) a la tarifa VLA base de USD \$1.682. La tarifa base VLA es una tarifa global, mientras que la PAM es específica para cada lugar de destino/país y fluctúa de manera mensual de acuerdo a los costos de vida. Este método asegura que las/los Voluntarias/os ONU Internacionales tienen un poder de compra comparable en todos los lugares de destino independientemente de la variación del costo de vida. El PAM es establecido por la Comisión de Administración Pública Internacional (ICSC) y es publicado al principio de cada mes en la página de la ICSC en <http://icsc.un.org>.

Por ejemplo, introduzca el enlace <https://vmam.unv.org/calculator/entitlements>

En lugares de destino no aptos para familias que pertenecen a las categorías de dificultad D o E, de acuerdo a la clasificación del ICSC, la/el Voluntaria/o Internacional ONU recibe un Diferencial de Bienestar (WBD) de manera mensual.

Adicional, a las/los Voluntarias/os ONU se les proporciona un Subsidio de Instalación (SIG) al principio de la asignación (si el voluntario no ha residido en el lugar de destino por al menos 6 meses antes de empezar la asignación) y en el caso de reasignación permanente a otro lugar de destino.

VNU proporciona seguro de vida, salud y discapacidad permanente, así como subsidio de viaje, licencias anuales y la completa integración al marco de seguridad de la ONU (incluidos reembolsos de seguridad residencial).

Las/los Voluntarias/os ONU reciben Dietas (DSA) de acuerdo a la tarifa aplicable a viajes oficiales de la ONU para visitas periódicas al país de origen y para el viaje de repatriación final (si aplica). Una prestación de reasentamiento, por satisfactorio servicio al final de la asignación.

VNU entregará junto con la oferta de la asignación, una copia de las Condiciones de Servicio, incluido el Código de Conducta para la/el candidata/o exitosa/o.

Supervisión, inducción y deber de cuidado/debida diligencia de los Voluntarios ONU (Roles and Responsibilities of Host Entity)

A los voluntarios ONU se les debe aplicar el mismo deber de cuidado que se provee al personal de la entidad de acogida. El apoyo de la entidad de acogida a los voluntarios incluye, pero no está limitado a:

- sesiones informativas introductorias sobre la organización y el contexto de la oficina relacionado con seguridad, procedimientos en caso de emergencia, prácticas culturales apropiadas y orientación sobre el entorno local;
- apoyo administrativo para la apertura de cuentas bancarias, solicitud de los permisos de residencia y para realizar todos aquellos procesos oficiales requeridos en los países y entidades de acogida;
- orientaciones estructuradas, asesoría y coaching de un supervisor que incluya el plan de trabajo y de evaluación de desempeño;
- acceso a espacios de oficina, equipamientos, apoyo tecnológico y con aquellas otras herramientas requeridas para completar los objetivos de la asignación, como la apertura de una dirección de correo electrónico de la entidad de acogida;
- acceso a los espacios compartidos de conocimiento, capacitación y aprendizaje de la entidad de acogida;
- inclusión de los voluntarios en los procedimientos para situaciones de emergencia como las evacuaciones;
- gestión de los permisos;
- DSA para los viajes oficiales cuando sea aplicable;
- cualquier cambio en la Descripción de la Asignación que ocurra entre el periodo de reclutamiento y el inicio de la asignación o durante la misma, debe formalizarse con el Programa de Voluntarios ONU;
- Investigar las conductas indebidas: trasladar los informes a VNU;
- Proporcionar ayuda de emergencia, por ejemplo en casos de muerte o evacuación médica del voluntario, en colaboración con VNU. Aceptar cartas de garantía o de posibles responsabilidades para la cobertura de gastos médicos no exigibles bajo el seguro médico en situaciones extraordinarias (como los servicios de las instalaciones de aislamiento durante pandemias).

Application Code

VENR000294-10515

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

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: 21 September 2021 at 23:59hrs, Germany time

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/VkVOUjAwMDI5NA==>

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.