

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

ZMBR000242--Associate Programme 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 | Zambia |
| Host Institute | UN High Commissioner for Refugees |
| Volunteer Category | International Specialist |
| Number of Volunteer | 1 |
| Duration | 12 months |
| Expected Starting Date | 01-09-2021 |
| Duty Station | Solwezi [ZMB] |
| Assignment Place | Family Duty Station |

Assignment Place Remark

- Nil.

Living Conditions

Solwezi is the capital of the North-Western Province of Zambia with a population of 65,000. Kaonde is the largest tribe represented in the District, however, Lunda and Luvale speaking people are also found in the area. Copper Mining is the major industry present in Solwezi. The Provincial capital has many amenities in place. Most shops and offices are concentrated along the central tarred road. There are several large branches of banks and a modern shopping complex. Several health facilities are equally available. For more information please visit: <http://www.zambiatourism.com>.

Assignment Details

Assignment Title Associate Programme Officer

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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).

UNHCR established its presence in Zambia in 1967 initially to assist in the protection of Angolan asylum seekers. As of 2020, UNHCR has three offices and one field Unit in Zambia: its Representation based in Lusaka and two field offices in Solwezi in the North Western, Kawambwa in the Luapula Province and one Kaoma Field Unit in the North Western Provinces, respectively. The main responsibility for UNHCR, in line with the statutory responsibilities is to monitor the implementation of the 1951 Convention and promote mixed durable solutions for refugees and other Persons of Concern. UNHCR discharges this role primarily by providing technical support and guidance to Government on policy formulation and refugee matters. As of end of May, 2021, there are 98,976 refugees and asylum seekers in three refugee settlements (Mayukwayukwa, Meheba and Mantapala) and Lusaka. Majority of PoCs in Zambia are from Angola, Burundi, Democratic Republic of Congo (DRC), Rwanda and Somalia. The vast majority of PoCs live in the three refugee settlements, namely Mayukwayukwa (19,441), Meheba (32,313) and the newly established settlement in Mantapala (17,232). Meheba Refugee Settlement was established in 1971 during the refugee influx from Angola and is located in Kalumbila District in North-Western Province. The settlement covers an area of 720 sq./km demarcated into eight blocks from A-H and further divided into land for the settlement of refugees and “former refugees”. It is located 10 kms from the Kalumbila District Administration Centre, and 75 kms South-West of Solwezi, the provincial capital of the North-Western Province (NWP). The settlement hosts a protracted Congolese (the Democratic Republic of Congo) and Somali population, new arrivals from Burundi and the DRC as well as “former” refugees from Angola and Rwanda. While one-third of the settlement has been retained for the management of asylum seekers and refugees, two thirds have been designated for the settlement of former refugees from Angola and Rwanda, for whom the cessation clauses were invoked but who opted to remain in Zambia. They remain under the management of the Department of Resettlement (in the Office of Vice President). Health, education, protection, community and security services are provided by Government staff who reside in the settlement. Livelihood services are provided by CARITAS Czech Republic, an implementing partner (IP), while warehousing and fuel management lies with Action Africa Help Zambia (AAHZ). Humanitarian assistance by UNHCR is prioritized for new arrivals and persons with specific needs, including both the refugee and “former refugee” categories. Cash for food was introduced in 2016, which is under UNHCR direct implementation and transitioned to digital cash in 2018, as part of accountability measures to ensure direct and efficient transfer of funds. Zambia has adopted a comprehensive refugee response approach as envisioned by the New York Declaration of 2016, which guided the country’s response to the refugee emergency. The framework envisages an all-of-society approach with solid investment and support from the international community in various key life-saving sectors to guarantee a dignified reception and productive stay in the country of asylum. The Government of Zambia (GRZ) coordinates the response to refugee arrivals through the Office of Commissioner for Refugees (COR), with the direct support of UNHCR. An Inter-Ministerial Committee was established in 2017 to coordinate the response to the Congolese refugee situation. An Inter-Agency Task Force for the Congolese Situation, co-chaired by UNHCR and COR in Lusaka, coordinates the ongoing reception and response through monthly coordination meetings, while in Meheba a similar Inter-Agency Task Force with sectoral working groups on protection, WASH, health, shelter and education coordinates the response in bi-weekly coordination meetings.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the Programme Officer and in close coordination with the Head of Field Office, the Associate Programme Officer will undertake the following tasks:

- Through a consultative process within the country and field visits, stay abreast with latest information and be involved in the development of strategies, methodologies and contingency plans that respond to new and emerging operational challenges for the country;
- Assist in ensuring that global strategic priorities (GSP) and regional priorities as well as information on projected resource availability guide the planning parameters;
- Provide inputs for developing the country operations plan in compliance with global strategic priorities and regional priorities as well as with annual programming/planning instructions;
- Assist in organizing a consultative process to ensure a consistent application of the organization’s criteria and policies for the selection of implementing and operational partners;

- Assist in managing the development of a broad network of partners, good coordination practices and the development of partner capacities;
- Assist in training UNHCR as well as implementing partners (IP) staff in UNHCR standard procedures related to the Results Based Programme (RBM) management;
- Undertake proper collection, monitoring and use of baselines, standards and indicators to measure and analyze UNHCR's performance, trends and target interventions;
- Undertake field visits to evaluate and improve planning, programming, implementation and monitoring of assistance projects;
- Assist in implementing the establishment of sound monitoring processes, reviewing final reports and tracking progress in order to advise on any corrective actions required or the need for additional resources to reach planned target levels;
- Apply UNHCR's corporate tools (e.g. Global Focus, Focus Client, MSRP, and COMPASS) to record data and assess the technical soundness of the operation and generate data for evidence-based decisions at the country-level;
- Assist in the development of funding submissions, appeals and reports;
- Assist in monitoring compliance to the organization's resource allocation framework, providing support and assisting in corrective action where required;
- Assist in establishing and handling Implementing Partners Reports;
- Assist in ensuring compliance in issuance of audit certificates for Implementing Partners;
- Monitor the implementation of IP Risk Management techniques and tools;
- Assist in monitoring compliance to the organization's resource allocation framework, providing support and taking corrective action where required;
- Performs other duties related to programme as 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

- The needs of persons of concern in the country are assessed and analyzed in a participatory manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning;
 - IP (Implementing Partners) agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures;
 - Inputs are provided for the country operations plan (including budgets, staffing levels and structures) as well as prepare inputs for funding submissions, appeals and reports;
 - Participated in UN and other fora on programme and technical issues as delegated by programme senior management;
 - Enforced compliance with UNHCR's global strategies, protocols and guidelines.
- 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

Master degree or equivalent

Education - Additional Comments

- Advanced University degree or equivalent in Business Administration, Law, Economics, Development, Social Sciences or related fields.

Required experience

36 months

Experience Remark

- At least 3 years of work experience relevant to the function, in programme management, monitoring and evaluation;
- Previous field experience is an advantage;
- Familiarity with UNHCR's Results Based management (RBM) approach and use of project/software is an asset;
- Completion of the UNHCR learning programmes or specific training relevant to functions of the position;
- Good knowledge of UNHCR financial rules, procedures and processes is an asset;
- Knowledge of UNHCR specific programming tools (MSRP, Focus, etc.) is an asset;
- Good knowledge of international auditing standards;
- Excellent communication and negotiation skills.

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Development programme management Mandatory

Area of Expertise Requirement

- Demonstrated interest and or experience in management of developmental programmes.

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Communication
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Vision
- Working in Teams

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

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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

ZMBR000242-10163

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

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of your profile and submit it. Then go to 'My Page' <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: 05 August 2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/Wk1CUjAwMDI0Mg==>

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.