**UN VOLUNTEER DESCRIPTION OF ASSIGNMENT**

BHRR000009--Project 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**

<table>
<thead>
<tr>
<th><strong>Country of Assignment</strong></th>
<th>Bahrain</th>
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<tbody>
<tr>
<td><strong>Host Institute</strong></td>
<td>United Nations Environment Programme</td>
</tr>
<tr>
<td><strong>Volunteer Category</strong></td>
<td>International Specialist</td>
</tr>
<tr>
<td><strong>Number of Volunteer</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>6 months</td>
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<tr>
<td><strong>Possibility of Extension</strong></td>
<td>Yes</td>
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<tr>
<td><strong>Expected Starting Date</strong></td>
<td>Immediate</td>
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<tr>
<td><strong>Duty Station</strong></td>
<td>Manama [BHR]</td>
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<tr>
<td><strong>Assignment Place</strong></td>
<td>Family Duty Station</td>
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**Living Conditions**

The Kingdom of Bahrain, with Manama as the capital, is an archipelago of 33 islands in the Arabian Gulf, causeways and bridges connect Bahrain to adjacent islands and the mainland of Saudi Arabia, which is located west of Bahrain. The population of Bahrain is approximately 1.3 million and 70% of the population are Muslim. Bahrain is open to and tolerant of followers of other religions who are protected under the law. Bahrain features an arid climate which is characteristic for hot temperatures with low precipitation. Bahrain experience extremely hot summer months with relatively mild winter months.

The most popular way to commute in Bahrain, if you do not have a car, is through taxis (Uber, Kareem) which are relatively cheap and easily available. Another option is public transportation although bus stops are often long distances apart and the time schedule is not always accurate due to the heavy traffic jam.
Bahrain is serviced by an international airport with direct flights to many capital cities.

There is a large range of shopping malls, restaurants, gyms, banks and cinemas. A large variety of accommodation options can be found; however, it is worth noting that prices for accommodation in Bahrain are considered a bit high. There are no specific security threats.

## Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Project Associate</th>
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<tr>
<td><strong>Organizational Context &amp; Project Description</strong></td>
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UN Environment is the environmental entity of the United Nations System, established in 1972, and tasked with keeping the environmental situation under review and providing capacity building and support to member states in key priority areas. UN Environment’s West Asia Office, based in Manama, Bahrain, coordinates the implementation of UN Environment’s Programme of Work in West Asia, with a focus on enabling member states and stakeholders to achieve their visions for sustainable development.

This UNV assignment is part of, but not limited to, UNEP’s and The Kuwait Foundation for the Advancement of Science (KFAS) strategic partnership focusing on capacity building and networking between non-governmental organizations (NGOs) for a sustainable and sound management of the environment and natural resources in Kuwait. The objective of the project is to enhance the capacities of Kuwait’s non-governmental organizations to be effective in advocating and contributing to the national efforts to protect environment-based science and partnership building, which intend to impact the NGOs capacities to meet the environmental challenges facing Kuwait.

### Sustainable Development Goals

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<thead>
<tr>
<th>Sustainable Development Goals</th>
<th>12. Responsible Consumption and Production</th>
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### Task description

Within the delegated authority and under the general supervision of the programme officer of Subprogramme four, environmental governance, or his/her designated mandated representative(s), the UN Volunteer will:

- Support the planning, development and coordination of project management under this subprogramme;
- Prepare comprehensive and detailed reports on project activities, outputs and outcomes;
- Perform detailed project planning including detailed activity scheduling;
- Provide support in the identification of operational problems, and contribute to the proposal and implementation of solutions of running projects;
- Provide project administrative support such as support for missions, travel and event logistical arrangements;
- Identification and development of a way forward and future activities in collaboration with identified partners.
• Collection of information and preparation of content for the social media channels and newsletter;
• Administrative and logistical support to the communications team, as needed;
• Support to implementation of communications and advocacy strategies;
• Any other related tasks as may be required or assigned by the supervisor.

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 UNEP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNEP and its beneficiaries in the accomplishment of her/his functions, including:

- Enhance and ensure effective project management by maintaining the delivery of appropriate technical, operational and administrative outputs;
- Strengthening and maintaining a collaborative working relationship with project partners through effective communication, consultation and reporting;
- Strengthening the effectiveness and finally the completion of the projects within a timely, financial and quality manner;
- Increase awareness on the different sub-programmes and projects of the office across the countries and other UN agencies;
- Communicate the project’s impact across the UN and external stakeholders;

- 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

<table>
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<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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<tbody>
<tr>
<td>Education - Additional Comments</td>
<td>Advanced higher degree (Master’s or equivalent) in a relevant area, e.g. project management or area...</td>
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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

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Advanced higher degree (Master's or equivalent) in a relevant area, e.g. project management or area related to environmental management; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree;

Required experience 36 months

Experience Remark

- At least 3 years of professional work experience at the national and/or international level in project- and programme management or resources mobilization or other relevant programmes; experience with environmental projects is an asset, as is experience working in the UN or other international development organization;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Excellent analytical skills;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Sound security awareness;
- Have affinity with or interest in the environment, volunteerism as a mechanism for durable development, and the UN System.

Language
- English (Mandatory) , Level - Fluent
- AND - Arabic (Optional) , Level - Fluent

Area of Expertise
- Development programme/project administration Optional

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication

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Conditions of Service and other information

Condition of Service

Conditions of Service for International Specialist:

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$ 1,631. 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

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.

**Application Code**: BHRR000009-6391

**Application procedure**

* Not yet registered in the UNV Talent Pool?

First register your profile at [https://vmam.unv.org/candidate/signup](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](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?

First update your profile at [https://vmam.unv.org/candidate/profile](https://vmam.unv.org/candidate/profile).

Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](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 March 2020

**doa.apply_url**: [https://vmam.unv.org/candidate/show-doa/QkhSUjAwMDAwOQ==](https://vmam.unv.org/candidate/show-doa/QkhSUjAwMDAwOQ==)

**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.