

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

COLR001200--Associate Livelihoods 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

<b>Country of Assignment</b>	Colombia
<b>Host Institute</b>	UN High Commissioner for Refugees
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	until 31-12-2021
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Medellin [COL]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	

### Living Conditions

Medellín is a Colombian City, is the second-largest city in Colombia, after Bogotá, and the capital of the department of Antioquia. It is located in “El Valle de Aburrá”, a central region of the Andes Mountains in South America. Medellín has a population of 2,508,452 inhabitants.

The city of Medellín is often referred to as the “Ciudad de la Eterna Primavera”. In English, this could be translated as “City of Eternal Spring” and is a reference to the near perfect spring-like weather. Daily temperatures range from a minimum of about 16°C (63°F) to a maximum of 28°C (82°F). On a typical sunny day, the temperature might be a couple of degrees higher and on a cloudy or rainy day the temperature might be a few degrees cooler. As you drive up the valley that surrounds Medellín the weather is noticeably cooler, and a light jacket may be suitable.

## Assignment Details

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

**Assignment Title**

Associate Livelihoods Officer

**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](http://www.unhcr.org)).

Currently, due to the UNHCR's operational context in Colombia, Livelihoods is working to translate the objectives of the GCR into impactful results for persons of concern (POC). Contributing to this global roll-out of the GCR, the Associate Livelihoods Officer, with support from the Livelihoods and Economic Inclusion Unit in the Division of Resilience and Solutions (DRS), works towards the following objectives:

- 1) improve the enabling environment for refugees to work through advocacy on the right to/at work, access to economic opportunities and service;
- 2) seek new and strengthen existing partnerships including with the private sector, development actors, government institutions and specialized agencies to advance economic inclusion of refugees; and
- 3) enhance ongoing Livelihoods and economic inclusion programming through evidence-based and market-driven approaches to improve economic inclusion outcomes.

The Associate Livelihoods Officer should be proactive, always looking for new opportunities and persuasive in mobilizing donors and new partners around new models of economic and social integration.

The incumbent will interact with the government counterparts and other stakeholders with specific mandate in Livelihoods activities as well as with the refugee communities. Within UNHCR, the Associate Livelihoods Officer will work under the supervision of the head of sub office closely with multi-functional teams on matters including but not limited to protection, education, cash, partnerships, research and analytics, SGBV, solutions, complementary pathways and more. S/he will support the office's involvement with Livelihoods, working with relevant external stakeholders from government line ministries, development actors, private sector, UN agencies, international organisations, NGOs, research institutions and universities.

**Sustainable Development Goals**

10. Reduced Inequalities

**Task description**

Under the direct supervision of the Associate Field officer of Sub Office, the UN Volunteer will undertake the following tasks:

- Support UNHCR in establishing and maintaining relationships with selected government entities at the national, department and municipality levels, private sector actors (companies, business associations...), academic institutions and non-governmental / civil society organizations.
- Participate in representation of UNHCR in inter-agency meetings and other coordination for a related to Livelihoods and labor market access.
- Assist in developing and implementing UNHCR's strategy for Livelihoods and economic inclusion (including promotion of labor market access and employment, entrepreneurship, vocational training and financial inclusion) for persons of concern (Venezuelan refugees and migrants, Colombian returnees and IDPs, and host communities), including innovating and/or piloting new initiatives and activities.
- Provide knowledge management support: tracking information; monitoring implementation of project activities in close coordination with Field Offices and other units in Bogota; responding to requests; and/or drafting, contributing to and/or editing documents (reports, fact sheets, etc.) for donors, private sector actors, internal agency and/or UN system requests.
- Support the organization, logistics, communication, implementation and follow-up of advocacy and activities carried out by UNHCR in the areas of Livelihoods (including access to employment, entrepreneurship and value-chain engagement, vocational training, and financial inclusion), private sector engagement and prevention of xenophobia.
- Assist to draft, implement and/or oversee Standard Operating Procedures (SOPs) for Livelihoods and economic inclusion

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activities. In close coordination with Field Offices and other UNHCR units in Bogota, promote compliance of staff and implementing partners with global Livelihoods policies and standards of professional integrity.

- Participate in initiatives to build capacity in authorities, relevant institutions, private sector and NGOs to strengthen national related legislation that promotes sustainable Livelihoods and procedures for IDPs and Refugees
- Stay abreast of political, social, business, economic and cultural developments that have an impact on Livelihoods and economic inclusion, including opportunities for income generation.
- Other duties as requested by the UNV's 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

- By providing technical and operational support, the UNV supports UNHCR's implementation of Livelihoods strategies.
  - By participating in consultative processes within UNHCR and other relevant agencies, the UNV helps ensure the coordinated planning and implementation of Livelihoods interventions.
  - By monitoring the implementation of the Livelihoods strategies and providing technical support, advice and guidance to the Medellín field office in, the UNV contributes to the identification of challenges and opportunities in the development of Livelihoods interventions in the local context.
  - By analysing statistics, trends, and reports and other relevant sources, the UNV contributes to the design and implementation of sustainable and effective Livelihoods strategies in the areas prioritized by the office.
  - By providing inputs to the development of protection and solutions activities, the UNV helps ensure that Livelihoods concerns and strategies are mainstreamed into UNHCR projects.
  - By identifying specific needs and risks faced by displaced populations (IDPs, Refugees and other persons in need of international protection) with regards to sustainable Livelihoods, and supporting statistical data collection and risks and protection gaps assessments, the UNV contributes to ensuring a timely and effective response to vulnerable persons, with emphasis on women, children, youth, elderly, persons with disabilities and ethnic groups (indigenous and afro-Colombians), including effective protection strategies and actions in all sectorial activities and budgets.
  - The development of capacity through coaching, mentoring and formal on-the-job training, when working with 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 peace and 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, genero 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

**Required Degree Level**

Bachelor degree or equivalent

**Education - Additional Comments**

- Business Management, Rural Development, Socio-Economics Development, Financial Management, Economics/International Economics, or other relevant field.
- Knowledge of UN policies and procedures;
- **Computer skills:** Office Package (excellent knowledge of Word, good knowledge of Excel and Power Point) and Internet browsing.

**Required experience**

36 months

**Experience Remark**

**Language**

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

**Area of Expertise**

- Protection of refugees, asylum seekers and IDPs Optional

**Area of Expertise Requirement**

- Minimum 3 years of Technical competencies in sub-sectors relevant to Livelihoods programming e.g. microfinance, employment, entrepreneurship, private sector development, local economic development, poverty reduction, agriculture, livestock, vocational and technical education and training, etc.
- Experience in working with and developing partnerships with private sector, NGOs, UN organisations, and government authorities in sub-sectors relevant to Livelihoods programming e.g. microfinance, employment, entrepreneurship, private sector development, local economic development, poverty reduction, agriculture, livestock, vocational and technical education and training, etc.
- Experience with Inter/Non-Governmental Organization (INGO/NGO);
- Field experience;
- Project Management;
- Strategic Planning;
- Networking;
- Drafting, Documentation, Data Presentation;

**Need Driving Licence**

No

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Leadership

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- Planning and Organizing
- Professionalism
- Working in Teams

# Conditions of Service and other information

## Condition of Service

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

### 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 (Funciones Y Responsabilidades de las Entidades Anfitrionas)**

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** COLR001200-8588

#### Application procedure

You can only apply if you have created your profile at <https://vmam.unv.org/candidate/signup>

Watch this video for the specific steps you must follow: [https://www.youtube.com/watch?v=VT5uJ\\_FoIWU](https://www.youtube.com/watch?v=VT5uJ_FoIWU)

If you are already registered in UNV's Talent Pool, make sure your profile is up to date before applying.

**Application deadline: 26-Jan-2021 t 23:59hrs, Germany time zone**

**doa.apply\_url** <https://vmam.unv.org/candidate/show-doa/Q09MUjAwMTlwMA==>

#### 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.*