

## Descripción de la asignación de voluntarios NU EGYR000911--HR and Staff Development Specialist

El programa de Voluntarios de las Naciones Unidas (VNU) es la organización de la ONU que contribuye a la paz y al desarrollo en todo el mundo por medio del voluntariado. El voluntariado es una forma poderosa de involucrar a los ciudadanos para hacer frente a los desafíos en materia de desarrollo, y capaz de transformar el ritmo y la naturaleza del mismo. El voluntariado beneficia tanto al conjunto de la sociedad como a los voluntarios, fortaleciendo la confianza, la solidaridad y la reciprocidad entre las personas y creando oportunidades de participación apropiadas. Para impulsar la paz y el desarrollo, el programa VNU promueve el reconocimiento de la contribución de los voluntarios, trabaja con sus asociados para integrar el voluntariado en los programas de desarrollo y moviliza en todo el mundo a un número cada vez mayor y más diverso de voluntarios, incluidos Voluntarios de las Naciones Unidas. El programa VNU entiende el voluntariado como universal e incluyente, y reconoce el voluntariado en toda su diversidad, así como los valores que lo sustentan: libre albedrío, entrega, compromiso y solidaridad. En la mayoría de las culturas, el voluntariado está profundamente arraigado en antiguas tradiciones de cooperación y apoyo fuertemente establecidas entre las comunidades. En este contexto los Voluntarios de las Naciones Unidas participan en varias formas de voluntariado y juegan un papel esencial en el desarrollo y la paz junto a sus colegas, agencias receptoras y comunidades locales. En todas las asignaciones, los Voluntarios de las Naciones Unidas promueven el voluntariado por medio de su acción y conducta. La participación en actividades voluntarias puede enriquecer efectiva y positivamente su entendimiento de la realidad local y social, así como también crear un puente entre los voluntarios y la gente de la comunidad receptora. Esto hará que su tiempo como Voluntario de la ONU sea aún más satisfactorio y productivo.

## Información general

<b>País de la asignación</b>	Egypt
<b>Agencia / Entidad Anfitriona</b>	International Organization for Migration
<b>Categoría de Voluntariado</b>	National Specialist
<b>Número de Voluntario</b>	1
<b>Duración</b>	6 meses
<b>Posibilidad de extensión</b>	Sí
<b>Fecha de Inicio Esperada</b>	Inmediatamente
<b>Lugar de Destino</b>	Cairo [EGY]
<b>Lugar de Asignación</b>	Lugar de Destino Apto para Familias

### Observación sobre el lugar de asignación

### Condiciones de vida

Cairo  
is  
a  
Security

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Level  
3  
(Moderate)  
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Cairo,  
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Cairo  
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experiences  
dust

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summer  
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good  
quality  
life  
in  
terms  
of  
access  
to  
shopping  
centres,  
banks,  
medical  
services,  
cultural

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# Detalles de la Asignación

**Título de asignación**

HR and Staff Development Specialist

**SP Contexto Organizativo & descripción del proyecto.**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

**Sustainable Development Goals**

17. Partnerships For the Goals

**Descripción de la tarea**

Under the overall supervision of the Regional Director for Middle East and North Africa, the direct supervision of the Senior Regional Resources Management Officer (SRRMO), the Volunteer will assist the SRRMO in monitoring and supporting the human resources functions of the Country Offices (COs) within the region and the Regional Office (RO) in Cairo as well as support the implementation of staff development activities across the region in coordination with relevant departments.

**Regional HR Support and Recruitment**

1. Assist the SRRMO in implementing IOM's Human Resources policies, rules and regulations, as well as standards and techniques considering the CO activities; and ensure that the COs' administrative procedures are in place and followed and are in accordance with these practices.
2. Assist with the Recruitment processes in the region and in the RO in close liaison with the SRRMO and provide support to the COs in fulfilling the appropriate staff and non-staff vacancy needs and ensuring relevant recruitment procedures are effectively and swiftly applied.
3. Review contracts and personnel action forms issued for Chiefs of Missions and Heads of Offices in region and support the SRRMO in reviewing contract extension requests for international staff.
4. Support the personnel administration of RO Cairo local staff to ensure processes are well followed and that documentation is correct.
5. Ensure timely appointment, transfer and separation of international staff in coordination with SRRMO, staff Personnel Administrators and other relevant units, as needed.
6. Ensure timely and regular implementation of the Staff Evaluation System (SES) in the RO and in the CO in the region.
7. Oversee the maintenance of the PRISM HR Module in the COs to keep the information accurate and up to date.
8. Support the roll-out/implementation of new HR PRISM updates including eREC.
9. Support in the timely and accurate personnel administration and payroll processing of smaller missions and ensure proper documentation with regards to payroll and personnel administration.
10. Assist COs in implementation of up scaling or downsizing activities in the region in accordance with HR policies.

**Staff Development and Learning:**

11. Conducts Learning Needs Analysis across the region to determine appropriate learning and development strategies/solutions and propose adequate training activities.
12. Designing a range of learning interventions, including technical, behavioural and leadership programmes
13. Coordinate the development, delivery and evaluation of staff learning and development programs and the implementation of an annual organization's training plan and budget.

14. Plan and assess the 'return on investment' of any training or development programme.
15. Develop and facilitate relevant "in-house" training sessions / programs in coordination with Staff Development and Learning Unit (SDL).
16. Develop effective induction programmes and arrange on-the-job training for new employees with relevant departments.
17. Provides expertise and develops initiatives and tools related to leadership and management development.
18. Provides day-to-day performance management guidance to top management across the MENA region in coordination with SRRMO and SDL (e.g., coaching, counselling, career development, disciplinary actions).
19. Provide input on workforce and succession planning as well as resources management unit restructuring as needed in coordination with the SRRMO.

#### Reporting and HR analysis

20. Compiles course evaluations; provides relevant statistics on training activities for inclusion in reports.
21. Assist in the preparation of reports and analysis that may be required in coordination with the SRRMO, RD or HRM.
22. Ensure the regular updating of the country offices and the ROs organigrams/ staffing table and contact lists.
23. Assist in tracking and monitoring gender balance regional statistics, planning for gender target.
24. Any other related tasks as may be required or assigned by the supervisor.

Además de lo anterior, a los Voluntarios de la ONU se les insta a:

- Fortalecer su conocimiento y entendimiento sobre el concepto de voluntariado por medio de la lectura de publicaciones pertinentes tanto del programa VNU como externas, así como desempeñar un papel activo en las actividades del programa VNU, como por ejemplo en los eventos de conmemoración del Día Internacional del Voluntariado (DIV);
- Conocer y desarrollar las formas tradicionales y/o locales de voluntariado en el país anfitrión;
- Reflexionar sobre el tipo y la calidad de la acción voluntaria que se lleva a cabo, incluida su participación en actividades realizadas periódicamente;
- Contribuir con artículos/críticas (opiniones) de las experiencias en el terreno y enviarlas a la sede para su publicación en el sitio web, publicaciones, panfletos/boletines, notas de prensa, etc. del programa VNU;
- Ayudar con el Programa de Mentores para los nuevos Voluntarios de la ONU;
- Asesorar a grupos locales en el uso del servicio Voluntariado en Línea del programa VNU o promover el uso del servicio con individuos y organizaciones locales pertinentes cuando sea técnicamente posible;

#### Resultados / Resultados esperados

- As an active IOM team member, efficient, timely, responsive, client-friendly and high-quality support rendered to IOM and its beneficiaries in the accomplishment of her/his functions, including:
  - Monitor and support the human resources functions of the Country Offices (COs) within the region and the Regional Office (RO) in Cairo
  - 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.
- 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

## Cualificaciones/Requisitos

#### Nivel de Grado Requerido

Master degree or equivalent

#### Educación - Comentarios Adicionales

- Master's degree in human resources management, public or business administration, psychology, organizational development, social science, or related field from an accredited academic institution with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.

**Comentarios sobre la experiencia**

- Chartered Institute of Personnel and Development (CIPD) recognized qualification is an advantage.
- Current knowledge of effective learning and development methods
- Experience in Administration and Human Resources Management.
- Familiarity with UN common system or similar systems.
- Knowledge of staff rules and regulations, staff entitlements and benefits, recruitment and selection practices and training programme.
- High level of computer literacy, knowledge of PRISM is a distinct advantage and experience using Articulate Storyline, WebEx, and Cornerstone (or other Learning Management System software) is desirable.
- International setting and/or multicultural environment HR experience in other missions/other countries is an added advantage.
- Ability to /Experience in linking training to performance and quality.
- Ability to/Experience in carrying out Training Needs Analysis
- Ability to communicate ideas and instructions to staff at all levels in a clear and concise manner.
- Ability to plan activities in a rapidly changing environment.

**Lingüísticas**

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

**Área de Experiencia**

- Human resources management and development Obligatorio

**Requisito de area de experiencia**

**Necesita Licencia de Conducir** No

**Competencias y Valores**

- Accountability
- Client Orientation
- Commitment and Motivation
- Communication
- Managing Performance
- Planning and Organizing
- Professionalism
- Self-Management
- Technological Awareness
- Vision
- Working in Teams

# Condiciones del servicio y otra información

**Condiciones de servicio**

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

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

**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, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

**Supervision, induction and duty of care of UN Volunteers ([Roles and Responsibilities of Host Entities](#))**

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 and official processes;
- 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;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- 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).

**Código de aplicación**

EGYR000911-8863

**Procedimiento para la aplicación****\* 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.

This is a national UN Volunteer assignment, therefore only nationals of Egypt and legal residents in Egypt with the status of refugee or with the status of being stateless are eligible to apply.

**Application deadline:** 08-03-2021**doa.apply\_url**<https://vmam.unv.org/candidate/show-doa/RUdZUjAwMDkxMQ==>**Advertencia**

*El programa de Voluntarios de las Naciones Unidas es un programa basado en la igualdad de oportunidades, que recibe gratuitamente aplicaciones por parte de profesionales cualificadas/os. Estamos comprometidos a lograr la diversidad en términos de género, nacionalidad y cultura.*