

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

HNDR000104--Associate External Relations and Reporting 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	Honduras
Host Institute	UN High Commissioner for Refugees
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	until 31-12-2020
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Tegucigalpa [HND]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

Honduras is a tropical country in the middle of Central America, bordering to the North with the Caribbean Sea, to the south with El Salvador, to the west with Guatemala and to the East with Nicaragua. Due to its proximity to the equator, Honduras has a rainy season and a dry season. The climate varies from tropical in the **lowlands** to **temperate** in the mountains. The central and southern regions are relatively hotter and less humid than the northern coast. Rainfall is quite low to moderate with a patchy wet season from May to October. Low-land and coastal regions experience less of a temperature range with warmer nights and slightly less rainfall. Temperature in San Pedro Sula vary between 23^o-35^oC, and in Tegucigalpa between 19^o-25^oC.

The threat against UN system staff members from political activity is considered low. The threat from common criminal elements is considered highly critical in certain areas of the country. Violent crime is a serious and growing problem, especially in certain zones of Tegucigalpa and San Pedro Sula, and to a less degree throughout the country. Pick-pocketers and purse-snatchers are prevalent in major cities at tourist sites, especially in parts of Comayaguela and the central market surroundings of Tegucigalpa. Highway, road and

street robberies, carjacking and assaults of pedestrians by armed thieves are still high. Roadblocks and demonstrations on the main highways and border countries customs offices in the past have ended in street violence, requiring intervention by national police for which precaution is requested. Threats against the public transportation system by gangs have been reported in Tegucigalpa and San Pedro Sula, supposedly related to Organized Crime, for which caution should be maintained at all times on the street. A security briefing will be provided upon arrival to provide all the information and recommendation to take in consideration in the daily life and areas in which will be recommended to search for housing.

Tegucigalpa is a family duty station and the office is close to some restaurants, malls and the main hotels of the city. There is good access to infrastructure (health, housing, banking transportation, telecommunications), although access to leisure and recreational facilities can be limited due to security restrictions. There are adequate schools, there is no lack of private schools, although the number of bilingual or bicultural schools is not so high. Common crime, mainly in urban areas, can pose a threat to anyone. It is strongly advised to exercise extreme caution and maintain a high level of personal security awareness. Due to the number of robberies and armed assaults suffered by UN staff and some visitors, it is discouraged to walk alone at all times in Tegucigalpa, San Pedro Sula and La Ceiba, personal or official movements should be done in a vehicle.

Assignment Details

Assignment Title

Associate External Relations and Reporting 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).

Honduras is characterized by a situation of internal displacement due to violence. It continues to be affected by high levels of violence, a challenge in terms of protection and assistance. Although forced displacement was recognized by the Government in 2013, an adequate response remains a challenge due to multiple flows of people within the same high risk zones (people in risk of displacement, IDPs, deportees, and the population as a whole); high risk cases unable to access international protection; a crisis of rule of law due to governance problems that inhibit an adequate response to human rights violations and widespread violence mainly, but not exclusively, in urban settings. Fragility is a general condition that affects all actors, the government, NGOs and the community based participatory mechanisms. This demands additional institutional strengthening. Poverty and inequality in the country adds to the sustained impact of violence, which despite the reduction in homicide rates— going from 86.5 / 100 thousand Inh in 2011 to 40.7 / 100 thousand Inh in 2018—violence continues to be a determinant of forced displacement. In 2019 there has been an increase in homicides of 4% in comparison to 2018 and the number of massacres has also increased (as of 4NOV 56 massacres with 194 victims have surpassed the numbers of 2018 (38 massacres with 130 victims). About 60% of homicide victims are under 30 years old. Added to the impact of violence new operational challenges have risen. Communities are put under further strain by the increasing number of persons deported from Mexico and the US, some of whom cannot return to their communities and become IDPs; as of 31OCT, a total of 95,857 Hondurans had been deported, an increase of 45% compared to the same period last year. A proportion of them face protection risks upon their return to their communities, requiring early identification, referral to protection alternatives within Honduras, and adequate reintegration mechanisms. Due to the impact of the Nicaraguan situation, more people with international protection needs come into Honduras. Compared to 2017, where 17 asylum applications were submitted, in 2018 they received 87 applications, mainly from Nicaraguan citizens. In 2019, 57 new asylum applications were received. It is important to continue working with national authorities to strengthen the legal framework for the right to seek asylum and procedural and operational capacities for refugee status determination. Overall this requires added focus to lines of work in international protection and further strengthening alternative protection mechanisms for Honduran nationals with protection needs. UNHCR has been redoubling its efforts to support the State in designing public policies that can prevent and respond to internal displacement, while developing protection networks by working with partners to provide protection alternatives as close to home as possible. Community-based protection processes needs to be strengthened as well. To this end, UNHCR has also promoted the MIRPS to foster responses to prevent displacement and improve access to protection and local integration. Through MIRPS, UNHCR has also work with government partners to enhance the capacity of the asylum system. UNHCR efforts towards the prevention of forced displacement, support to strengthening Government capacities for prevention, protection, assistance and solutions, community empowerment and inclusion of affected populations, all contribute to

the achievement of SDG16, with additional impacts on SDGs 4, 5 and 11 due to the vulnerability levels of urban population. The operation in Honduras faces a great challenge in terms of the context complexities, the various populations of concern and their specific protection gaps and needs. Although the operation grew significantly in the last three years, challenges and areas of intervention have increased as well and starting 2020 Honduras has been upgraded to a full stand-alone Representation. This has brought additional challenges and responsibilities in terms of operational capacity, particularly in Programme management. The Associate External Relations and Reporting Officer position is located in National Office in Honduras (NOHON), with provision of support to Field Office San Pedro Sula (FOSAP), which in itself contains a considerable amount of tasks related to Donor relations, Fundraising and visibility, Reporting, etc. The incumbent is required to participate in various joint working groups, coordination mechanisms and other UN activities. The incumbent is expected to have a solid knowledge of external relations and fundraising, communications skills, report drafting, and corporate social responsibility. Excellent command of the Spanish language is needed to interact with Partners, local authorities, Government counterparts and other UN Agencies. Excellent English communication skills are also needed. UNHCR in Honduras counts with a committed and dynamic albeit young team of 35 staff members including both the Office in Tegucigalpa and the Field Office in San Pedro Sula. The incumbent will work under the direct supervision of the Representative, with close coordination with the UNHCR functional units.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of *the Representative*, the UN Volunteer will undertake the following tasks:

- Keep abreast all developments in operations to prepare appropriate briefings and reports.
- Prepare periodic reports, i.e. donor updates, internal sitreps, briefing notes for senior managers, and activity-specific reports as required.
- Prepare funding submissions for donors, and draft any required after-action reports.
- Develop and maintain working relationships with the government, NGOs, and UN agencies to ensure cooperation in inter-related activities.
- Support the UNHCR-led Cluster activities by preparing and distributing minutes, assisting in the organization of meetings; occasionally chairing meetings, and serving as the general secretariat for the relevant Cluster.
- Support the supervisor in preparation for meetings and missions drafting of talking points.
- Organize and accompany missions for VIP visitors, delegates to visit refugee sites or the activities of UNHCR implementing partners.
- If there is no Public Information (PI) focal point in country, serve as PI focal point, contributing to and coordinating press events, interviews, PI missions and other activities related to information dissemination to the general public to promote UNHCR activities.

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 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.
- 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

- 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.
- 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 Bachelor degree or equivalent

Education - Additional Comments

International Relations, Political Science, Journalism, Communications, Business of Public Administration.

Required experience 24 months

Experience Remark

A minimum 2 years of experience in a field related to external relations, communications, media relations or reporting.

Language

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

Area of Expertise

- Other communications related experience Mandatory

Area of Expertise Requirement

Knowledge of Microsoft applications: Word, Excel, PowerPoint

- Demonstrated skills in oral and written communication.

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication

- Integrity
- Planning and Organizing
- Working in Teams

Conditions of Service and other information

Condition of Service

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

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\$ 1,651. The VLA

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

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 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 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 HNDR000104-7655

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

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

Application deadline: 31-Jan-2021 at 23:59hrs, Germany time

doa.apply_url <https://vmam.unv.org/candidate/show-doa/SE5EUjAwMDEwNA==>

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.

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