UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

IRQR000286--Emergency Specialist

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>Country of Assignment</th>
<th>Iraq</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Children's Fund</td>
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<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>3 months</td>
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<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Basrah [IRQ]</td>
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<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
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Training in DPP, and Risk Informed Programming, humanitarian issues, specifically relating to children and women, and the current coordination in emergencies approaches.

Living Conditions

Iraq is a unique country and Basra is a unique humanitarian operation. It provides for an interesting and enriching environment, that also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and work effective. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving some level of physical hardship, are essential. Basra is culturally conservative. UNICEF provides accommodation at a reasonable monthly fee. There is access, albeit limited due to security restrictions, to ATM machines, food...
shops, and a shopping mall. Basra is a non-family duty station.

Assignment Details

<table>
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<tr>
<th>Assignment Title</th>
<th>Emergency Specialist</th>
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<tr>
<td>Organizational Context &amp; Project Description</td>
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With water scarcity concerns and seasonal flooding expected to be a reality across southern Iraq, given the experiences of 2018 and early 2019, UNICEF is aiming to build the emergency planning, preparedness and response capacity of UNICEF partners and staff to ensure a planned, integrated and smooth humanitarian response is rolled out in late 2019 and early 2020. Under the guidance and supervision of the Chief of Field Office, this position will build the emergency preparedness, coordination, response, monitoring and reporting as well as resilience and DRR capacity of the Basra UNICEF team as well as the humanitarian capacity of UNICEF partners and government counterparts in Basra and key Southern Governorates covered by Basra Field Office, through technical guidance, trainings and support to the daily operation. In addition, this position will train, coach and supervise an Emergency officer who will be newly recruited to the Basra Field Office and who will take their learning forward to lead UNICEF’s future preparedness and humanitarian response efforts.

Sustainable Development Goals 6. Clean water and Sanitation

Task description

Within the delegated authority and under the supervision of Chief of Field Office in Basra or his/her designated mandated representative(s), the UN Volunteer Emergency Specialist will:

1. Train, coach, supervise and build the knowledge and skills of UNICEF’s newly recruited Emergency Officer (NOB TA) and support them to ensure the Basra FO has sustained emergency preparedness and response capacity.

2. Provide capacity assessment, and effective trainings and technical support in emergency preparedness, response, coordination, M&E and programme management to UNICEF staff, government and implementing partners in Basra and key Southern Governorates covered by the field office. Including DRR and Risk Informed Programming

3. Support UNICEF, partners and government counterparts in Basra Field Office and key Southern Governorates to develop and put in place sufficient preparedness and contingency plans, which are aligned to UNICEF Iraq preparedness and contingency plans and UNICEF’s CCC’s and in coordination with sectors, clusters, partners and government counterparts, to respond to foreseen crisis related to water scarcity and flooding.

4. In the event of an emergency, execute effectively initial emergency operational tasks, provide timely delivery of assistance and supplies, identify urgent staffing requirements, and monitor the appropriate use of UNICEF resources for effective project delivery. If necessary, prepare emergency appeals and project proposals, and concerted efforts are put forward to mobilize donor response and funding.

5. Conduct Needs assessments to determine priorities and appropriate interventions by UNICEF based on
the local emergency affecting children, their families and community in the Southern Governorates.

6. Maintain Continuous, effective and strategic coordination, communication, consultation and liaison with Government, UN agencies, NGOs, donors and allies in support of the special needs of children and women affected by emergency situations within the framework of the cluster approach and based on the Core Commitment for Children.


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

- Substantive improvements are made in the emergency preparedness, response, DRR and resilience capability and understanding of UNICEF staff and implementing partners through the conduct of effective trainings and technical support.
- Emergency preparedness and contingency plans are developed and implemented in alignment to the UNICEF Iraq country preparedness and contingency plans.
- Continuous, effective and strategic coordination, communication, consultation and liaison are maintained with Government, UN agencies, NGOs, donors and allies in support of the special needs of children and women affected by emergency situations within the framework of the cluster approach and based on the Core Commitment for Children.
- 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.

- 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

Master's degree in one of the following fields: social sciences, public administration, international law, public health, nutrition, international relations, business administration or other related disciplines. Preferably a combination of management, administration, and relevant technical fields, a first-level university degree (Bachelor's degree or equivalent) in one of the afore-mentioned academic disciplines in combination with qualifying relevant professional experience may be accepted in lieu of advanced university degree;

Required experience

60 months

Experience Remark

Minimum 5 years of progressively responsible professional experience at the national and international levels in programme/project development, planning, implementation, monitoring, evaluation and administration. Experience in emergency response management, Coordination and preparedness planning and implementation. Specific Experience in Capacity Building in DRR and Risk Informed Programming is a requirement.

Language

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

Area of Expertise

- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Mandatory
- Development programme/project administration Mandatory

Area of Expertise Requirement

Need Driving Licence

No

Competencies & Values

- Commitment and Motivation
- Communication
- Integrity
- Respect for Diversity
- Working in Teams
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**

IRQR000286-5625

**Application procedure**

* Not yet registered in the UNV Talent Pool?
Please 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?
Please 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: 01 November 2019

**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.