UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

IRQR000315—Programme & Donor 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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Iraq</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
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<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Erbil [IRQ]</td>
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<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
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<tr>
<td>Assignment Place Remark</td>
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Living Conditions

UN personnel in Iraq operate in a volatile security environment. In Erbil duty station personnel work in secured compound with limited access outside of the city, which usually can only be done with stringent clearances and depending on the destination, a military escort. Erbil is a non-family duty station and is classified as security risk moderate. UN personnel in Erbil live in MORSS (Minimum Operational [Residential] Security Standards) compliant residences outside of the UN compound.

International personnel operating in Iraq must take online security awareness in the field trainings prior to arrival in Iraq and undertake a mandatory Security Induction Awareness Training (SAIT) immediately upon arrival.

The Rest and Recuperation (R&R) cycle in Erbil is 8 weeks, with the designated place of R&R being

We are inspiration in action
Currently there are UN flights (UNAMI and UNHAS) to and from Iraq, covering Iraq, Kuwait and Jordan. There are many international flights to Erbil, Baghdad and Basrah.

There are some ATMs operational in Erbil (Northern Iraq). The dominant currency in use in Iraq is USD. The Iraq dinar is used with an exchange rate of approximately USD 1 = 1,200 Iraqi dinar. Market is mostly cash-based; both USD and Iraqi Dinar are widely accepted. Payments by credit cards are accepted in limited number of shops.

UN personnel need to be culturally sensitive and adjust to the culture of the country.

Assignment Details

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<tr>
<th>Assignment Title</th>
<th>Programme &amp; Donor Reporting Officer</th>
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<tr>
<td>Organizational Context &amp; Project Description</td>
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The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life with the goal of supporting their own solutions to development challenges and developing national and local capacities that will help them achieve human development and the Sustainable Development Goals. Our work is concentrated on three main focus areas: sustainable development; democratic governance and peacebuilding; and climate and disaster resilience.

Over 1.6 million people remain displaced in Iraq. They live mainly in the governorates of Erbil, Duhok, Sulaimaniyah and Ninewah, which are also home to over 253,600 Syrian refugees. Due to this influx and prolonged conflict, local resources and public services have been strained and economic opportunities dramatically compromised, thus impacting on the living conditions of host communities.

Against this background, UNDP is implementing the Headway programme (funded by EUTF-‘MADAD’ fund) to strengthen the long-term resilience of governorates and populations largely affected by the crisis of refugees and internally displaced people seeking refuge and shelter in Iraq (in response to the Syrian crisis), with the objective of: enhancing the capacities of subnational authorities to effectively address the needs of target communities; increasing the responsiveness of service delivery to advance social stability; and facilitating local economic development that will benefit the provision of safe public services and economic opportunities.

Furthermore, UNDP is also implementing an EU-funded programme, entitled Supporting Recovery and Stability through local development in Iraq, the goal of which is to contribute to the stability and socio-economic development of Iraq by enhancing democratic governance at the local level.

The UN Volunteer will be expected to use 50% of their time to work under the Headway programme and
Under the direct supervision of the Programme Manager, the International UN Volunteer will undertake the following tasks:

- **Report writing:** drafting of succinct and detailed narrative donor and internal reports within deadlines, including annual progress, post-activity and quarterly reporting and any other project documentation; Speech-writing; Assists in proof-reading of documents. Synthesis and documentation of lessons learnt and best practices for both projects.

- **Provide other support to both projects in compliance with UNDP rules and regulations, policies and strategies:** Responsible for drafting project ToRs; Update projects’ Results and Resources Framework (RRF) and logframes. Drafting and brainstorming of project activity concept notes; Assist in establishing and handling Implementing Partners Reports; Drafting minutes of meetings including high-level meetings and project board meetings; Coordinate the arrangement of appointments and meetings, including compilation of briefing and presentation materials, speeches, ground information and documentation;

- **Communications Support:** Provision of support in proof-reading of communication materials; Brainstorming and drafting of communication activity concept notes;

- **Stakeholder engagement and networking:** participate at external meetings with INGOs, NGOs, relevant UN clusters, Implementing Partners and other stakeholders and brainstorms on opportunity for synergies and sharing of best practices; Builds and maintains community networks (CSOs, businesses, residents and youth groups) for support of community-driven activities.

- **Support knowledge sharing processes and systems:** Promote regular sharing of experiences across programmes and divisions; facilitate seamless sharing of ideas, knowledge, and experiences among staff and partners

- **Conduct other activities as assigned by the direct 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 UNDP team member, the volunteer will render efficient, timely, responsive, client-oriented and high-quality support to UNDP, its partners, counterparts and beneficiaries in the accomplishment of her/his functions, including ensuring the following:

1. Project activities are tracked and documented using the UNDP sharepoint platform in coordination with the programme team (and upload of reports);
2. A positive, results-orientated perspective on tasks is adopted;

- 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

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<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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<tr>
<td>Education - Additional Comments</td>
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<tr>
<td>Master's degree in Journalism, Law, International Relations, Economics, Business Administration/Management, Social Sciences or a related fields.</td>
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<tr>
<th>Required experience</th>
<th>36 months</th>
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<td>Experience Remark</td>
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<tr>
<td>3 years of relevant professional experience in reporting</td>
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Language
- English (Mandatory), Level - Fluent
- AND - Arabic (Optional), Level - Working Knowledge

Area of Expertise
- Public information and reporting Mandatory
- Journalism, mass media and broadcasting Optional

Area of Expertise Requirement
Conditions of Service and other information

Condition of Service

Click here to view Conditions 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$ 1,651. 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: IRQR000315-6522

Application procedure

* 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.

Application deadline: 20 March 2020

doa.apply_url: https://vmam.unv.org/candidate/show-doa/SVJRUjAwMDMxNQ==

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.