

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

IRQR000330--Coordination Support Assistant

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	Iraq
Host Institute	United Nations Development Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Erbil [IRQ]
Assignment Place	Non-Family Duty station
Assignment Place Remark	

Living Conditions

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.

Assignment Details

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Assignment Title

Coordination Support Assistant

Organizational Context & Project Description

1. The humanitarian crisis in Iraq is one of the largest and has seen the fastest rate of displacement since it began in 2014. Vulnerable populations in Iraq include both the newly and long-term displaced, returnees, as well as communities hosting the displaced. For those affected by the conflict, all aspects of life have been disrupted including access to health care, education, income opportunities and safety and security. The 2019 Humanitarian Response Plan anticipates that during 2019 as many as 6.7 million people will require some form of humanitarian assistance including 1.8 million internally displaced persons (IDPs), 11 million living in conflict affected communities, and 4.7 million returnees.

2. Following the humanitarian context, the Emergency Livelihoods (EL) Cluster serves as the platform for coordination of the support activities of humanitarian and development partners to the IDPs, returnee, host and non-displaced vulnerable communities. UNDP serves as the lead agency for the Emergency Livelihood Cluster following the IASC standards and guidelines on Cluster Approach, the IASC Generic Terms of Reference for Cluster Coordinators at the country level and the IASC Reference Module for Cluster Coordination at the Country Level.

3. The EL cluster mobilizes agencies, UN organizations and NGOs to respond to humanitarian needs of IDPs in a strategic manner guided by this Terms of Reference. The Cluster coordinates a comprehensive, coherent, effective and balanced approach to emergency livelihoods and social cohesion across all regions of Iraq, where IDPs are living. Also work closely with the Food Security and Protection Clusters which cover closely aligned issues. ELC has strong collaboration with the Iraq and KR-I Joint Coordination Committees and relevant line ministries to provide sustainable support to relevant government agencies.

4. In addition, the EL cluster participates in inter-cluster coordination mechanisms to ensure a combined and comprehensive approach to humanitarian action and to promote the inclusion of conflict sensitive, social cohesion good practice is adopted as a cross cutting issue by all clusters.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Within the delegated authority and under the direct supervision of the Livelihoods Coordination Analyst or his/her designated mandated representative(s), the Coordination Support Assistant will:

- Assist in organizing the cluster events and meeting, including capacity building training/workshop through preparing the lists of participants, taking minutes, and that the other relevant logistical and administrative requirements are met.
- Support to the cluster work on data availability to allow developing and designing various cluster related guidance, tools, and SOPs.
- Support to the cluster work on joint analysis workshops, including preparation of chapter narratives, under Iraq Humanitarian Needs Overview (HNO), HRP and 3RP.
- Support the implementation of Emergency Livelihood Cluster information management strategy and mechanism to report and share information within the Cluster and its stakeholders.
- Support the monitoring and evaluation of the response carried out by Cluster Partners and the overall performance of the Cluster.
- Support on establishing and maintaining the Cluster core documents as defined by the Emergency Livelihood Cluster.
- Work as a focal point in responding to livelihoods related referral cases received from Iraq Information Center (IIC), in close coordination with livelihoods partners.
- Assists in preparing correspondences, communication and publicity materials.
- Perform other related functions as required.

The Coordination Support Assistant will work in close collaboration with Cluster Coordinator, Co-lead of the cluster, Information Management Officer, the Livelihoods Team members including the Iraq Crisis Response and Resilience Programme (ICRRP) Project Implementation Support unit.

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 Emergency Livelihoods Cluster work is supported effectively and in a timely manner.
 - Coordination within cluster members and with the cluster partners is supported.
 - 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

Qualifications/Requirements

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

Minimum of 2 years of work experience for master's degree holders and 4 years for bachelor's degree holders in supporting coordination initiatives and/or livelihoods or community development interventions.

Bachelor's degree or equivalent in economics, business administration, development studies, economics, political science, agriculture, international development, social sciences or related field. Master's degree is preferable.

Required experience 48 months

Experience Remark

- Proven experience of working with national or international-development NGOs or UN agencies is required.
- Solid knowledge of result-based management and project implementation is an asset.
- Excellent analytical, writing and communication skills.

Language

- English (Mandatory) , Level - Fluent
- And One of these - Arabic, Kurdish (Mandatory) , Level - Fluent

Area of Expertise

- Resource mobilization, partnership and donor coordination Mandatory
- Other development programme/project experience Optional
- Capacity building of non-governmental organizations Mandatory

Area of Expertise Requirement

Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment

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including a host entity email address;

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Communication
- Creativity
- Integrity
- Planning and Organizing
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

Condition of Service

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

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.

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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).

Application Code

IRQR000330-7705

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

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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 Iraq and legal residents in Iraq with the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 17-09-2020

doa.apply_url

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

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.