UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

JORR000413--Project Support 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>Jordan</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Office on Drugs and Crime</td>
</tr>
<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>6 months</td>
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<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Amman [JOR]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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<tr>
<td>Assignment Place Remark</td>
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Living Conditions

The duty station for this assignment is Amman, Jordan with frequent travel to Yemen.

**Location:** The Hashemite Kingdom of Jordan is located in the Middle East. Bound by Syria to the north, Iraq to the northeast, Saudi Arabia to the east and south, Red Sea to the south and Israel and the Palestinian National Authority to the west.

**Weather:** Jordan’s climate can be classified as semi-arid (Bsh) on the Koeppen-Geiger classification. It features a hot, dry climate characterized by long, hot, dry summers and short, cool winters. The climate is influenced by Jordan's location between the subtropical aridity of the Arabian desert areas and the subtropical humidity of the eastern Mediterranean area. January is the coldest month, with temperatures...
from 5°C to 10°C, and August is the hottest month at 20°C to 35°C. Daily temperatures can be quite hot, especially in the summer; on some days it can be 40°C or more, especially when a hot, dry southerly wind blows. Such winds can sometimes be very strong and can cause sandstorms.

About 70 percent of the average rainfall in the country falls between November and March; June through August are often rainless. Rainfall varies from season to season and from year to year. Precipitation is often concentrated in violent storms, causing erosion and local flooding, especially in the winter months.

**Safety and Security:** Jordan is a relatively stable country. The potentials for internal or external armed conflict are considered very unlikely in the current political environment. Peaceful demonstrations, and sometimes road blockages, do occur in Jordan, motivated by domestic factors such as unemployment, deprivation of resources and development or for regional issues such as solidarity with the Palestinian cause or with the Syrian crises. Most of these events are driven by civil society unions and Islamic parties. Domestic tribal civil unrest sometimes turns violent, especially outside main cities, due to tribal disputes or socio-economic reasons. In all occasions law enforcement agencies usually manage to contain the situation rapidly.

Road traffic accidents are the primary threat against UN personnel in Jordan. Poor road conditions and bad driving behaviours are the main reasons for the high rate of traffic accidents.

Amman is a category A duty station with security level 1.

**Transportation:** Taxis are abundant and readily available in Amman, though UN staff more frequently utilize Uber or Careem in recent years owing to convenience of the services. Public minibuses are the most common form of public transport for Jordanians. They normally only leave when full, so waiting times of an hour or more are inevitable, especially in rural areas. The larger air-con buses offer a speedy and reliable service, departing according to a fixed schedule.

**Health Services:** Medical facilities are generally very good, particularly in Amman where there are several modern, well-equipped public and private hospitals. Almost all doctors (and most pharmacists) speak English; many have studied abroad.

**Language:** The official language of Jordan is Arabic, but English is widely spoken – especially in the cities. Many Jordanians have travelled or have been educated abroad so French, German, Italian and Spanish are also spoken, but to a lesser extent.

Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Project Support Officer</th>
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</thead>
<tbody>
<tr>
<td>Organizational Context &amp; Project Description</td>
<td>The Horn of Africa sub-programme of UNODC’s Global Maritime Crime Programme (GMCP HoA) assists</td>
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</table>
Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the Programme Officer, Horn of Africa Programme, the incumbent will assist in the implementation of activities that are carried out under the “Global Maritime Crime Programme – Horn of Africa” dealing with maritime crime and criminal justice chain. In particular the UN Volunteer will undertake the following tasks as they relate to supporting programming in Yemen initially and in the Southern Red Sea later:

- Assist the Programme Officer, Horn of Africa Programme in the development, implementation and evaluation of the programme activities under the Global Maritime Crime Programme particularly those related to maritime Crime, support to Yemen Coastguard and Southern Red Sea countries;
- Assist the Programme Officer, Horn of Africa Programme and other team members in identifying technical assistance needs for capacity building and develop sustainable strategies to reform and strengthen the capacity of maritime law enforcement and other criminal justice authorities in the region;
- Assist the supervisor and other team members in project/programme and/or budget revisions, the preparation and dissemination of costed work plans, terms of references and other related project documentation on maritime crime;
- Contribute with substantive support for policy coordination and evaluation functions, including the review and analysis of emerging issues and trends, participation in evaluations or research activities and studies;
- Related to the above task, support monitoring and evaluation activities of the Horn of Africa Programme support by developing, participating and supporting evaluation of MLE activities, including compiling and collating information to be submitted to UNODC MLE experts and management for further analysis;
- Contribute to the preparation of various written outputs, e.g. draft background papers, briefing notes,

countries in the Horn of Africa, Arabian Peninsula and Southern Red Sea to address maritime crime. Under the programme, UNODC delivers support to the maritime law enforcement authorities, and is one of very few programmes that are actively engaged with Somali Law Enforcement and Yemen Coastguard on the waterfront. MCP HoA’s success has been derived from the delivery of sustainable capacity building through the placement of experts in seamanship, marine engineering, maritime law enforcement, and communications with regional maritime law enforcement authorities in Somalia as full-time in-county mentors. This post is to support UNODC GMCP programme in Yemen and other southern Red Sea countries (e.g. Eritrea, Sudan) the programme expands its operations.

This position is located in the UNODC, Global Maritime Crime Programme (GMCP) office, UNODC Regional Office for the Middle East and Norther Africa, in Amman, Jordan for an initial period of 6 months. Subject to performance and/or programme needs, the post could be extended. The incumbent will perform his/her duties and responsibilities under the direct supervision of the Programme Officer, Horn of Africa Programme, Global Maritime Crime Programme.
analytical notes, sections of reports and studies, inputs to publications, etc., relating to maritime crime issues in the region;

- Provide administrative and substantive support to the regional programme coordinator in view of consultative and other meetings, workshops, conferences, etc., including proposing agenda topics, identifying and proposing participants, preparing background documents and presentations, handling logistics, etc;

- Assist the Programme Officer, Horn of Africa Programme and relevant team members in relation to administrative action related to the procurement of equipment and services including drafting of TOR for procurements, contracts for consultants, related payment requests, and monitoring and follow-up on such requests in line with UN financial rules and regulations;

- Support field missions to locations in the region where GMCP HOA carries out programme activities, including provision of substantive and administrative support, data collection, etc.;

- Undertake and pass Safe and Secure Approaches in Field Environments (SSAFE) training with a willingness to travel to Yemen, Southern Red Sea countries and other countries as required;

- Perform any other duties as required/assigned.

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

- Well researched and sound analysis of issues and developments in the area of crime prevention and criminal justice.

- Thorough and well written contributions.

- 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**

We are inspiration in action
Bachelor’s degree in law or criminology is required; a Masters’ degree in law or criminology is an asset;  

**Required experience**  
24 months  

**Experience Remark**  
- 2 years working experience in the justice sector, law-enforcement, or relevant areas to UNODC mandate, including a combination of working experiences in the mentioned sectors are an asset;  
- Experience in criminal justice reform or relevant areas to UNODC mandate in Yemen, Eritrea and/or Sudan is an asset;  
- Experience in project management is an asset;  
- Experience in volunteerism is an asset;  
- Fluency in English, i.e. oral and written proficiency, is required. Basic or working knowledge of Arabic is an asset.  

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

**Area of Expertise**  
- Other rule of law or governance related experience Optional  
- Other development programme/project experience Optional  

**Area of Expertise Requirement**  
**Need Driving Licence**  
No  

**Competencies & Values**  
- Planning and Organizing  
- Professionalism  
- Working in Teams  

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**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$ 1,631. 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                JORR000413-5368

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 September 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.