UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

JORR000450--Livelihoods Programme 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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Jordan</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Youth</td>
</tr>
<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>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<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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Assignment Place Remark

All youth and university assignments are without family

Living Conditions

Amman, the capital, is a peaceful city with over four million residents. People are friendly to visitors. Services in terms of banking, transportation, health, and communications are easily available. Though Arabic is the official language, English is widely spoken among the majority of the population, especially in Amman. Road network is good both in terms of spread and quality of the roads. Public transportation in Amman is limited. Taxis are relatively cheap and easily available. There are a number of shopping malls, restaurants, gyms, and cinemas. A large variety of accommodation options can be found; however, it is worth noting that prices in Amman have generally increased in the past few years. There are no specific...
security threats. Amman is a very easy city in which to live; large, many amenities, very modern and serviced by an international airport with direct flights to most capital cities. According to the assessment of the UN Department of Safety & Security (UNDSS) Jordan is a family duty station (category A hardship).

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the malicious insurance plan.

Assignment Details

<table>
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<tr>
<th>Assignment Title</th>
<th>Livelihoods Programme Assistant</th>
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<tr>
<td>Organizational Context &amp; Project Description</td>
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Established in 1976, the United Nations Development Programme (UNDP) is one of the United Nations Agencies working in Jordan and is the main convener of sustainable human development.

UNDP partners with people at all levels of society (government, NGOs, private sector and communities) to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. In more than 170 countries and territories, UNDP offers global perspective and local insight to empower lives and build resilient nations. As partner countries develop local capacity, they draw on the people of UNDP and our range of partners.

UNDP guided by its strategic plan and moving away from implementing stand-alone projects to a programme based approach. By using the programme approach, UNDP country office will: a) promote a holistic and comprehensive method for dealing with development challenges; b) participate in a more meaningful policy dialogue with the national actors; c) ensure better focus in supporting national development objectives; d) enhance its support for aid coordination by working with other development partners within the national planning documents; e) in the context of the new programming arrangements, achieve greater impact in the focus areas than would be possible under the project-by-project approach; and f) empowered to strengthen programme design, as well as implementation, monitoring and evaluation arrangements for successful implementation of its new Country Programme Document (CPD), its support to national priorities, and the 2030 development agenda.

UNDP Jordan seeks to “strengthen national efforts in reducing the threat of terrorism and radicalization, especially among youth and vulnerable marginalized social groups, to ensure the continued stabilization of Jordan”. To achieve this, UNDP launched several interventions and projects based on the livelihood approach such as: The Heart of Amman, Skills Exchange between Jordanians and Syrian Refugees, vocational training leading to work, rapid employment through 3x6 Approach, contribute to Gender mainstreaming, and women economic & social empowerment.

Heart of Amman is a platform intended to allow all to take part in revitalizing Amman, by expanding local economic opportunities while creating a greener, healthier, more walkable, inclusive, and youth-friendly city for all that call Amman home.
It follows an inclusive solution pathway to support the growth and the development of the local community in the downtown Amman. The HoA is built around three interrelated components, aiming at: i) improving community engagement of people in the downtown, ii) sustainable self-reliance through social and innovative entrepreneurship support, and iii) revitalizing a public building and turn it into a social enterprise incubator and touristic magnet.

**Sustainable Development Goals**

8. Decent work and Economy Growth

**Task description**

Under the direct supervision of Livelihoods Programme Analyst, or his/her designated mandated representative(s) the National UN Youth Volunteer will:

- As a part of the Inclusive Growth and Sustainable Livelihoods Pillar (IGSLP) team, the youth volunteer will assist in the implementation of day-to-day implementation of including the IGSLP’s projects, including its flagship project the Heart of Amman.
- Assist with community outreach and engagement, including beneficiary registration, community-led planning and implementation of IGSLP’s projects activities.
- Assist with assessments, surveys and studies as relevant.
- Participates in preparing periodic technical and financial progress reports for the donors and development partners.
- Assists in coordination and collaboration with relevant internal and external partners, including local community partners, direct beneficiaries of IGSLP’s projects, and its startups.
- Contributes to preparing concept notes and project proposals for supporting the resource mobilization efforts.
- Assist in planning and coordinating logistics and movements of staff from and to different operational areas.
- Assists in preparing correspondences, communication and publicity materials e.g. posters, brochures, newsletter etc.
- Assists in planning for events, meetings, presentations, trainings being organized in the framework of IGSLP-implemented projects.
- Any other related tasks as may be required or assigned by the 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

- Implementation of IGSLP’s projects and its activities is supported in line with work plans and coordination with implementing partners.
- Effective coordination and engagement of local community actors, including the direct beneficiaries, is maintained.
- 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>Bachelor degree or equivalent</th>
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<tbody>
<tr>
<td>Education - Additional Comments</td>
<td>Bachelor degree in Management Sciences, Business Administration, or a relevant degree.</td>
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<tr>
<td>Required experience</td>
<td>12 months</td>
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<tr>
<td>Experience Remark</td>
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- Demonstrated interest and/or experience in acquired field, and preferably working at Int’l agencies in the development field;
- A background in Marketing and/or working with entrepreneurs and startups is a plus;
- Motivated to contribute towards peace and development and to serve others;
- Good interpersonal, networking and communication skills;
- Willingness to contribute and work as part of a team;
- Flexible and open to learning and new experiences;
- Respect for diversity and adaptability to other cultures, environments and living conditions;
- Fluency in spoken and written Arabic and English are required;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).

Language

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

Area of Expertise
Need Driving Licence: No

Competencies & Values:
- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Integrity
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

Conditions of Service and other information

Condition of Service: Click here to view Conditions of Service

Conditions of Service:
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 and final repatriation (if applicable).

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

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.

Application Code
JORR000450-6641

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.

This is a national UN Volunteer assignment, therefore only nationals of Jordan and legal residents in Jordan with the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 21-03-2020

doa.apply_url https://vmam.unv.org/candidate/show-doa/Sk9SUjAwMDQ1MA==

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.