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>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Children's Fund</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>6 months</td>
</tr>
<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>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

Assignment Place Remark

Additional information:

National UN Volunteers in Jordan are entitled for a monthly Volunteer Living Allowance (VLA) at the amount of JOD 818.25; annual and learning leaves; free life and medical insurance; and free access to different learning platforms.

For more information on UN Volunteer benefits, entitlements, and support, please visit: [https://www.unv.org/become-volunteer/volunteer-your-country/conditions-service](https://www.unv.org/become-volunteer/volunteer-your-country/conditions-service)

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,
Assignment Details

Assignment Title

Human Resources Assistant

Organizational Context & Project Description

UNICEF is the leading United Nations agency on child rights (www.unicef.org). It works in 190 countries around the world and it advocates for children, mothers and their well-being. The global strategy of UNICEF focuses on supporting child survival and development, basic education, child protection and policy advocacy. In countries affected by crises, UNICEF leads the humanitarian effort to help children and women living in challenging circumstances and provides support to help them to survive.

Since 2011, the Syrian crisis has been putting children lives at risk. Over 620,000 people fled their homes in Syria and registered as refugees in Jordan. Around half of all displaced Syrians are children and adolescents, who face interruption of schooling; limited access to basic services; and psychosocial distress caused by witnessing violence and displacement. UNICEF has been operating in Jordan since 1962 and increased activities through an emergency response to vulnerable children in the following priority areas: advocacy toward the rights of children, education and child protection, water, sanitation and hygiene services all as appropriate under the ‘Core Commitments to Children’, a global document which highlights the humanitarian action for children undertaken by UNICEF and its partners (find out more here http://goo.gl/2Wn2Zc).

Sustainable Development Goals

3. Good Health and Well-being

Task description

Under the direct supervision of Human Resources Officer, the HR Assistant will:

- Support in administration of entitlement and benefits including administering Leave Entitlements (AL, SL USL, HL) and conducting Leave Verification Exercise.
- Support in recruitment and placement of staff: Scheduling Assessments (tests, interviews with candidates and selectin panel); Writing Interview minutes;
- Support with in-country onboarding of newly recruited staff members (IP and Local): schedule induction briefings, share installation sheets with sections, update onboarding tracking sheet,
- Administration of Internships/ ad hoc volunteers’ employment at JCO
- Support with HR data analytics
- Administration of UNLP issuance/extensions.
- General office support, drafting and/or processing variety of correspondence and other section’s communications.
- Setting up and maintaining HR files/records (electronic and paper) - Scheduling appointments and meetings - Maintain and generate automated databases containing HR related statistics and generating periodic reports.
- 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
Qualifications/Requirements

Required Degree Level
Bachelor degree or equivalent

Education - Additional Comments
Bachelor’s degree in a relevant area, e.g. Human Resources, Management, Business Administration and/or other related fields;

Required experience
36 months

Experience Remark
- At least 3 years of work experience at the national and/or international level in Human Resources and administration; experience working with international organizations is an asset;
- 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 English and Arabic is 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);
- Research skills, including data collection, report writings, briefing notes, and context analysis;
- Fluency in spoken and written English and Arabic is required.

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

Area of Expertise
- Human resources management and development Optional

Area of Expertise Requirement
Conditions of Service and other information

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:


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.
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.

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).
* 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: 31-10-2020

doa.apply_url

https://vmam.unv.org//candidate/show-doa/Sk9SUjAwMDQ5MQ==

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.