

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

JORR000532--Makani Programme Associate

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	Jordan
Host Institute	United Nations Children's Fund
Volunteer Category	National Youth
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Amman [JOR]
Assignment Place	Family Duty Station

Assignment Place Remark

All youth and university assignments are without family.

National UN Youth Volunteers in Jordan are entitled for a monthly Volunteer Living Allowance (VLA) at the amount of **JOD 654.75**; 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>

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

Assignment Title Makani Programme Associate

Organizational Context & Project Description

UNICEF is the leading United Nations agency on child rights (www.unicef.org) and works in 190 countries around the world. UNICEF's Global Strategy focuses on supporting child survival and development, basic education, child protection and policy advocacy, and WASH (Water, Sanitation and Hygiene). In countries affected by crises, UNICEF leads the humanitarian efforts to help children and women living in challenging circumstances and provides support to help them to survive and to maximise their development potential.

Since the start of the Syrian refugee crisis in Jordan in 2012, UNICEF and its partners have been providing critical support to Syrian refugees living in camps and host communities, with a focus on the most vulnerable children and families.

This UNV assignment is part of UNICEF's flagship Makani programme. The Makani programme approach is one of UNICEF Jordan's most significant initiatives in promoting the well-being of the most vulnerable children and adolescents in Jordan. Since 2016, UNICEF Jordan's Makani programme has provided vulnerable children, youth, and parents with access to integrated services, including learning support services (LSS), community-based child protection (CBCP), and skills building in over 140 Makani centres across the Kingdom. In 2020, UNICEF continued its effective implementation of the Makani approach, successfully reaching over 130,000 vulnerable people, including over 100,000 children (55 per cent female) with an integrated package of services.

Sustainable Development Goals 4. Quality Education

Task description

Under the direct supervision of Makani Programme Specialist, the National UN Youth Volunteer will:

- As part of a team, contribute to the digitalisation of the Makani programme to support children accessing services remotely;
- Support the Makani team in the rollout of the new Skills Building programme in Makani including documentation, data analysis and coordination between partners
- Support the Makani team in capturing and documenting successes by producing knowledge management products;
- Maintain an up-to-date program action tracker for the Makani team;
- Document internal and external meeting and ensure they are filed on a timely basis;
- Support the Makani team on the grounds through field visits to programme sites when necessary;
- Prepare logistical plans for the distribution of supplies, equipment and materials;
- 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

T. +49 (0) 228-815 2000 A. PO Box 260111, 53113 Bonn, Germany
F. +49 (0) 228-815 2001 W. www.unv.org

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

- Achievements of the Makani programme are properly documented and circulated office wide;
 - Bulletins on the implementation of Skills building programme are submitted monthly;
 - Makani team is supported in various tasks as deemed necessary by supervisor.
- 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

Bachelor degree in Social Sciences, Public Administration, Logistics, Business Administration, Finance, or other similar fields;

Required experience 0 months

Experience Remark

- With 0-1 years of experience, demonstrated interest in UN systems, NGO's and the humanitarian field;
- Motivated to contribute towards peace and development and to serve others;
- Strong writing and communication skills;
- Good organisation, 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 is required, and knowledge of any other UN language is an asset;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Strong Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).

Language

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

Area of Expertise

- Other development programme/project experience Optional

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation

- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Professionalism
- Respect for Diversity
- Technological Awareness
- 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.

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.

T. +49 (0) 228-815 2000
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

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

JORR000532-9309

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.

T. +49 (0) 228-815 2000

A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).



Application deadline: 22-04-2021

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/Sk9SUjAwMDUzMg==>

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.

T. +49 (0) 228-815 2000
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).