UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

LBNR000264--Programme Officer (Palestinian Programme)

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: Lebanon
Host Institute: United Nations Children’s Fund
Volunteer Category: National Specialist
Number of Volunteer: 1
Duration: 12 months
Expected Starting Date: 01-01-2020
Duty Station: Beirut [LBN]
Assignment Place: Family Duty Station
Assignment Place Remark: 
Living Conditions:

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. This position is based in Lebanon, Beirut. Duty station can change during assignment. The volunteer may be required to work anywhere in the area of operations, including in remote locations. National UN Volunteers are part of the malicious insurance plan. National UN Volunteers are expected to be culturally sensitive and adjust to the prevailing culture and traditions.

Assignment Details

Assignment Title: Programme Officer (Palestinian Programme)
Organizational Context & Project Description

For 70 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

Purpose of the Assignment: Under the supervision and guidance of the PPL (Palestinian Programme Lebanon) Specialist, the UN Volunteer will support the Palestinian Programme in Lebanon to implement, monitor, and report on the planned activities and results in the Area Programme Document and the Annual Work Plan for the programme aligned with country/area programme and goals and provide administrative and operational support to the programme ensuring effective and timely delivery that is consistent with UNICEF rules and regulations.

The UN Volunteer will work in the Palestinian Programme in Beirut Office and will be required to travel extensively to UNICEF field offices and the Palestinian camps and gatherings in Lebanon. The Palestinian Programme team consists of five staff; a Programme Specialist, a Programme Officer and two Programme Associates and a UN Youth Volunteer. The Palestinian Programme is UNICEF’s cross-sectoral programme aiming to further the realization of Palestinian refugee children’s rights, and to improve access to basic services for Palestinian boys, girls and women in Lebanon. Increasingly the programme is also reaching out to the very vulnerable Lebanese and Syrian children and women living among the Palestinian refugee community. The programme encompasses the key dimensions of UNICEF’s Country Programme: Child Survival, Child Development (including Youth and Adolescent Development) and Child Protection.

As a consequence of the Syria crisis, the living conditions of Palestine refugees in Lebanon has severely worsened. To ensure that the needs of vulnerable Palestine refugees are met, UNICEF Palestinian Programme has increased its budget in the past four years from USD 900,000 to USD 11 million in 2018. The number of beneficiaries has also grown, from some 30,000 in 2012 to over 60,000 in 2018. UNICEF works with UNRWA, and several CSO consortia deliver services and interventions to Palestine refugees in Lebanon.

Sustainable Development Goals

4. Quality Education

Task description

Within the delegated authority and under the supervision of the Programme Specialist for the Palestinian Programme or his/her designated mandated representative(s), the UN Volunteer will:

1. Monitoring and Evaluation:

- Undertake field visits to UNICEF-supported projects in the Palestinian camps and gatherings to monitor the implementation of the projects and report information for supervisor on agreed performance indicators to drive more efficient management and accountability for result;
Participate in Mid-Year and Annual reviews meetings with partners and government counterparts;
Contribute to the progress and annual PPL reports in a timely manner, as require;

2. **Partnership and Coordination:**

- In the area of Child Development, the UN Volunteer will coordinate with partners to ensure:
  - Access to Formal Education and Early Childhood Education and Development (ECED) programmes, for vulnerable girls and boys;
  - Proper implementation of school-based and community-based retention programmes;
  - Inclusion of Children with Disabilities in ECED and non-formal education programmes;

- In the area of Youth and Adolescent Development, the UN Volunteer will coordinate with partners to ensure:
  - Enrolment in short and medium-term competency and market-based skills trainings and innovation programmes; including Young People with Disabilities;
  - Provision of Life Skills training and coordinated activities supporting healthy lifestyles and the reduction of high-risk behaviors;

- In the area of Child Protection, the UN Volunteer will contribute to:
  - Strengthening community mobilization for child rights and child protection, including through the End Violence Affecting Children initiative
  - Promotion of the mainstreaming of psychosocial health promotion and prevention in schools and PHC centers

- In the area of Child Survival – Water, Sanitation and Hygiene, the UN Volunteer will support partners in implementing:
  - Community mobilization and capacitation for improved health and WASH practices;
  - Health and WASH sensitization in schools;

3. **Knowledge Management:**

- Support knowledge management through providing professional assistance in data collection and analysis;
- Participate in the preparation of and making professional contribution to PPL reports required for the management and donors;

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**

- As an active UNICEF team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNICEF and its beneficiaries in the accomplishment of her/his functions, including:
  - Palestinian Programme in Lebanon monitoring and evaluations effectively conducted to improve PPL performance, and PPL status report timely prepared;
  - Effective partnership and collaboration achieved and maintained for advocacy, technical cooperation, PPL development/management/coordination, information sharing and networking;
  - 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's degree in social science, education or any other related area;

**Required experience**

36 months

**Experience Remark**

- Minimum of 3 years in education and/or child protection in the humanitarian/post-conflict sector is required;
- Experience in emergency preparedness, contingency planning and response;
- Field work experience particularly focused in the Palestinian camps and gatherings in Lebanon an asset;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
• Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
• Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
• Have affinity with or interest in Palestinian Programme, volunteerism as a mechanism for durable development, and the UN System.

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

Area of Expertise
• Development programme management Mandatory

Area of Expertise Requirement
• Need Driving Licence No

Competencies & Values
• Adaptability and Flexibility
• Commitment and Motivation
• Commitment to Continuous Learning
• Communication
• Integrity
• Professionalism
• Working in Teams

Conditions of Service and other information

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 (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**

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**

LBNR000264-5816

**Application procedure**
Application Procedure:

1. Go to https://vmam.unv.org/

2. If not yet registered in the UNV Talent Pool, please register your profile following below steps:
   a. Click on “Candidate Signup”, enter your basic personal information and click “Sign Up”.
   b. You will receive a notification e-mail to your registered e-mail
   c. Click on the link in the e-mail to validate the e-mail address
   d. Complete all the required sections under “My Profile” (Personal Information, Addresses, Qualifications, Experiences, References). Under Personal Information section, please make sure to tick the box “I am interested in serving as a volunteer” and select “National only” or “Both national and international”. Do not select “International only”.
   e. If you have more than one nationality, make sure to add Lebanon as your current nationality otherwise your application will not be considered for national UNV assignments
   f. Click “Submit my profile”
   g. Go to “My Page” -> Click on “Special Calls” -> search for “Programme Officer (Palestinian Programme) (LBNR000264)” click Apply then press “Submit my Application”.

3. If already registered in the UNV Talent Pool:
   a. Update your profile under “My Profile” (Personal Information, Addresses, Qualifications, Experiences, References). Under Personal Information section, please make sure to tick the box “I am interested in serving as a volunteer” and select “National only” or “Both national and international”. Do not select “International only”.
   b. Go to “My Page” -> Click on “Special Calls” -> search for “Programme Officer (Palestinian Programme) (LBNR000264)”, click Apply then press “Submit my Application”.

Only short-listed candidates will be contacted.

doa.apply_url
https://vmam.unv.org//candidate/show-doa/TEJOUjAwMDI2NA==

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.