UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

LBNR000285—Associate Humanitarian Affairs Officer


Informations générales

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<td>Nombre de Volontaires</td>
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<td>Durée</td>
<td>10 mois</td>
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<td>Date présumée du début</td>
<td>Immédiate</td>
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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 Beirut, Lebanon. 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.

Détails sur l’Affectation
Titre de l’Affectation

Associate Humanitarian Affairs Officer

Contexte organisationnel & description du projet

The United Nations Office for the Coordination of Humanitarian Affairs’ (UNOCHA) overall goal in Lebanon is to support the Resident/Humanitarian Coordinator in his work to ensure a coherent and effective humanitarian response to all people in need in Lebanon in line with the Lebanon Crisis Response Plan.

OCHA Lebanon’s focus is to:

- Enhance coordination mechanisms at the strategic level, in support of the HC and the HCT to improve planning and monitoring of a joined-up response across all sectors, particularly through the Intersector;

- Strengthen situational awareness in a fluid context as well as the analysis of humanitarian needs, gaps and response;

- Mobilize flexible, predictable humanitarian funding; and

- Advocate for improved protection and humanitarian access.

Objectifs de développement

17. Partnerships For the Goals
durable

Description de l’action

Under the immediate supervision of a P-3 Humanitarian Affairs Officer in Beirut, the Associate Humanitarian Affairs Officer will perform the following tasks:

1. Provide support in the collection and analysis of information in Arabic on the humanitarian situation and response in Lebanon, as well as on political developments impacting the humanitarian situation in Lebanon, particularly focusing on Government websites, the Official Gazette and other public sources; analyze and summarize this information in English concisely;

2. Support the coordination and management of the Access Task Force, including collecting information from NGOs regarding operational/bureaucratic/administrative incidents across Lebanon, analyzing trends and preparing analytical papers/talking points on the evolution of the humanitarian space in the country;

3. Support information tracking required for early-warning of potential emergencies and provide support to strengthening preparedness activities mapping and the annual Contingency Planning process, as well as any other emergency planning/response tools as required;

4. Collect and contribute information to update relevant OCHA products (SitReps, governorate profiles, fact sheets, etc.);

5. Draft a wide range of written reports, documents and communications providing up-to-date analysis on trends and developments on the humanitarian/political situation, e.g. letters, speeches, background papers, talking points, briefings, presentations, etc., as required;

6. Establish or strengthen partnerships with NGOs (particularly Local NGOs), civil society and local communities, to strengthen local level networks and gather information from the field; ensure
humanitarian information flow from OCHA to partners and vice versa, and help ensure their participation in the operations and coordination mechanisms;

7. Provide verbal and written translation assistance on a regular basis for key OCHA information products and documents, both internal and external;

8. Participate in relevant Lebanon Crisis Response Plan (LCRP) Sector meetings and regional Inter-Agency meetings, as required;

9. Perform other duties as requested by the Supervisor and/or Head of Office.

En plus de ce qui précède, les Volontaires des Nations Unies sont censés :

• Renforcer leurs connaissances et compréhension du concept du volontariat en lisant la documentation mise à disposition par le programme VNU, les publications externes et prendre activement part aux activités du programme VNU, par exemple s’impliquer dans les activités commémoratives de la Journée internationale des Volontaires (JIV), le 5 décembre.

• Se familiariser et développer toute forme de volontariat traditionnel et/ou local au niveau du pays d’accueil.

• Refléter le type et la nature des actions volontaires qu’ils entreprennent, y compris leur participation dans les réflexions substantielles.

• Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la publication du programme VNU/ site web, bulletin et notes de presse, etc.

• Contribuer au Programme d’accueil des Volontaires des Nations Unies nouvellement arrivés dans le pays d’affectation ;

• Promouvoir ou conseiller les groupes locaux dans l’utilisation des volontaires en ligne ou encourager les individus et les organisations à utiliser les services de volontaires en ligne quand cela est techniquement possible.

Résultats / résultats attendus

• As an active OCHA team member, the UNV will contribute to OCHA’s impact in Lebanon, including:

  • Enhanced humanitarian access for international NGOs in Lebanon through the Access Task Force;
  • A clear, well-drafted and useful Contingency Plan for Lebanon;
  • Clear and detailed monitoring and analysis of Arabic-language information;
  • High-quality, up-to-date and useful OCHA products, reports and other documents;
  • Strong partnerships between OCHA and NGOs (particularly local NGOs), civil society and local communities;
  • High-quality and accurate translations of key OCHA products;
  • Active OCHA participation in relevant LCRP-related meetings;
  • Enhanced emergency preparedness in Lebanon;

• 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 / Exigences

Domaine de qualification
Bachelor degree or equivalent

Niveau de qualifications - autres commentaires

- Bachelor’s degree in economics, finance, political science, international relations or international law;

Expérience Requise
24 mois

Remarques sur l’Expérience

- At least 2 years of professional work experience at the national and/or international level in the development or humanitarian fields or other relevant programmes; prior experience with OCHA is an asset;
  - Strong theoretical and practical background in economics, analysis and humanitarian affairs;
  - Demonstrated adequate technical experience and know-how to undertake the necessary analytical work needed to monitor and analyze humanitarian trends in Lebanon;
- Direct experience working with refugees (e.g. providing legal aid or volunteering in a refugee organization);
- In-depth knowledge and understanding of Lebanon’s political system, currents and trends;
- 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;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Sound security awareness;
- Have affinity with or interest in humanitarian work, volunteerism as a mechanism for durable development, and the UN System.

Linguistiques

- Arabic (Mandatory), Niveau - Fluent
- AND - English, French (Mandatory), Niveau - Fluent

Domaine d’expertise

- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations

Obligatoire

Domaine d’expertise requis
Conditions de service et autres informations

Conditions de 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 (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

We are inspiration in action
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.

**Code d'application**  
LBNR000285-6337

**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 “Associate Humanitarian Affairs Officer (LBNR000285) 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 “Associate Humanitarian Affairs Officer (LBNR000285)”, click Apply then press “Submit my Application”.

Only short-listed candidates will be contacted.

doa.apply_url https://vmam.unv.org//candidate/show-doa/TEJOUjAwMDI4NQ==

Avertissement

Le programme VNU est un programme qui promeut l'égalité des chances et encourage les candidatures de professionnels qualifiés. Le Programme VNU s’engage à assurer la diversité en termes de genre, de nationalités et de cultures.