

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

LBNR000350--Operational Information Management and Performance Reporting (OIM & PR) Officer

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	World Food Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
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 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.

Assignment Details

Assignment Title Operational Information Management and Performance Reporting (OIM & PR) Officer

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Organizational Context & Project Description

About WFP: Assisting 91.4 million people in 83 countries each year, the World Food Programme (WFP) is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies and working with communities to improve nutrition and build resilience. As the international community has committed to end hunger, achieve food security and improved nutrition by 2030, one in nine people worldwide still do not have enough to eat. Food and food-related assistance lie at the heart of the struggle to break the cycle of hunger and poverty.

Lebanon currently hosts the largest per capital population of Syrian refugees in the region and worldwide, with over 1 million registered Syrian refugees. In response to this large number of refugees, WFP works to support approximately 700,000 people with regular food assistance using its e-card systems. Program implementation is supported by substantial analytical research, including annual vulnerability assessments of Syrian refugees, market and financial assessments, targeting and validation exercises, and monitoring and evaluation.

WFP also supports Lebanon's safety net program for the poorest Lebanese, the National Poverty Targeting Programme (NPTP), through the e-card system and a package of technical assistance to strengthen Government capacity to effectively implement the program. As the Syrian conflict persists, and due to the current economic crisis in Lebanon, effort is ongoing to scale up this operation while strengthening the quality of the existing e-cards system to make it more adaptable and flexible to the needs of the population WFP serves. Strengthening partnerships with Government, local entities, and donors is also part of WFP Lebanon Country Office's programme strategy.

To know more about WFP's mission, please check the below video:

<https://www.facebook.com/WorldFoodProgramme/videos/10154930622760178>

Sustainable Development Goals

2. Zero Hunger

Task description

Within the delegated authority and under the supervision of the **Head of Reporting & Data Analysis** or his/her designated mandated representative(s), the UNV **Operational Information Management and Performance Reporting (OIM & PR) Officer** will:

1. Liaise with Country Office (CO) units, including Programme, VAM, Monitoring & Evaluation, Logistics, External Relations, Communications, and Resource Management, to collate information for corporate reports including Situation Reports (internal and external), Country Briefs, etc.
2. Support the unit to ensure that standard OIM & PR procedures and templates are followed to drive the quality, consistency and standardization of information management and performance reporting across WFP.
3. Collate, review and analyze the 'Essential Elements of Information', pertaining to the operational environment and available human, financial and physical assets in order to facilitate access to timely and accurate information used at country, regional and corporate level.
4. Collate and assist in the dissemination of political and humanitarian analysis pertaining to WFP current or future responses and donor policies, trends and preferences to ensure country specific input to WFP's operational reporting.
5. Support the preparation and coordination of the Annual Country Report (ACR) for the Annual Reporting Exercise in collaboration with the country office programme, monitoring & evaluation, logistics and resource management functions to ensure consistency and overall quality of information.
6. Collaborate with counterparts internally and with other UN agencies to ensure consistency in humanitarian information and to complement WFP analysis and information.
7. Support the CO in emergencies by preparing, organizing and providing secretarial support to Operational Task Forces (OTFs).
8. Contribute to initiatives for developing robust information-sharing and knowledge management systems within the CO, including supporting the drafting of any OIM & PR related guidance and improvements to Corporate Performance Reporting.
9. Support in liaising with HQ divisions to submit corporate reports and storage of reports and briefing documents on corporate repositories and archives.
10. 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

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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 WFP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to WFP and its beneficiaries in the accomplishment of her/his functions, including:

- Support all OIM & PR activities.
- Support in providing concise operational information and key strategic insights to analyse and to map data for internal and external use
- Contribute to the presentation of a standard operating picture of WFP's programme portfolio and associated results.
- 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 Master degree or equivalent

Education - Additional Comments

Advanced University degree in Political Science, Economics, Statistics, Information Management or Journalism, Business Management, Social Sciences or other relevant field, or First University degree with additional years of related work experience and/or training/courses.

Required experience 36 months

Experience Remark

- Excellent English oral and written skills; excellent drafting, formulation, reporting skills;
- Excellent follow-up and deadline management;
- Excellent organisational skills;
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, 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;
- Self-motivated and ability to work with tight deadlines.

Language

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

Area of Expertise

- Public information and reporting Optional

Area of Expertise Requirement**Need Driving Licence** No**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- 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

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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).

Application Code

LBNR000350-7814

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 Lebanon and legal residents in Lebanon with the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 05-October-2020.

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/TEJOUjAwMDM1MA==>**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.