

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### LBNR000361--Programme Assistant

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

<b>Country of Assignment</b>	Lebanon
<b>Host Institute</b>	United Nations Children's Fund
<b>Volunteer Category</b>	National Youth
<b>Number of Volunteer</b>	1
<b>Duration</b>	6 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Beirut [LBN]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	

#### 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 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

<b>Assignment Title</b>	Programme Assistant
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F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany  
W. [www.unv.org](http://www.unv.org)

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

### Organizational Context & Project Description

The Programme Assistant supports the section Chief by providing a range of administrative and operational support in the Health and Nutrition section.

In this capacity, the need to project the image of a credible and reliable service provider is imperative to quality of process delivery, and the impact of work directly reflects on the overall reputation of the team in terms of responsiveness to client needs and quality of process execution

### Sustainable Development Goals

17. Partnerships For the Goals

### Task description

Under the direct supervision of Chief Health and Nutrition, the National UN Youth Volunteer will:

- Assist the section in preparing and maintaining records pertaining to programme planning and development for his/her respective section;
- Manage the Chief diaries and organising meetings and appointments;
- Assist the section in arranging logistics for meetings and workshops;
- Support the Chief of section in typing, compiling and preparing reports, presentations and correspondence;
- 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

- 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:
  - Section is well supported in administrative logistics arrangements for holding workshops and meetings;
  - Supporting in the follow up of updating emails and records;
- 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

Secondary education

### Education - Additional Comments

- Academic; Secondary degree supplemented with university courses related to public health, nutrition, or any other related field is desirable;

### Required experience

0 months

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**Experience Remark**

- Demonstrated interest and/or experience (up to 2 years) at the national and/or international level in administrative or clerical work experience is required. Experience working in the UN or other international development organization;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- Motivated to contribute towards peace and development and to serve others;
- 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;
- 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).

**Language**

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

**Area of Expertise**

- Development programme/project administration Mandatory

**Area of Expertise Requirement**

**Need Driving Licence** No

**Competencies & Values**

- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

## Conditions of Service and other information

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**Condition of Service**

[Click here to view Conditions of Service](#)

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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.

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**

LBNR000361-7970

**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 Assistant (LBNR000361)" 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 Assistant (LBNR000361)", click Apply then press "Submit my Application".

Only short-listed candidates will be contacted.

**doa.apply\_url**<https://vmam.unv.org/candidate/show-doa/TEJOUjAwMDM2MQ==>**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.*