

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

LBNR000367--Coordination Officer for Local Governance

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	UN-Habitat
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	6 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	Coordination Officer for Local Governance
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Organizational Context & Project Description

UN-Habitat is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. Currently, UN-Habitat is implementing a [Strategic Plan](#) for 2020-2023, which focuses on four transformative domains of change.

UN-Habitat has been operational in Lebanon since late 2006 following the July War, facilitating the reconstruction of over 30,000 houses by providing technical assistance to concerned municipalities through establishing Regional Technical Offices (RTOs). In addition, and since the Syria Refugee Crisis, UN-Habitat has been actively engaged operationally at the local level in the fields of urban crisis response, sustainable urbanization and good governance, and in normative work at the central level in promoting the National Urban Policy and reforming urban planning systems in Lebanon.

On the operational level, the Country Programme adopts a 3-pillar interlinked approach which involves data gathering and analysis through developed city and neighbourhood profiles, building local capacities through establishment of RTOs, and enhancing the provision of basic and social services through the implementation of sound community projects. Work is being done with direct collaboration with municipalities and close coordination with concerned stakeholders. UN-Habitat works closely with UN agencies, local and international NGO partners as well as national and local authorities to implement its programmes at national, sub-national, and local levels.

In the context of COVID-19, UN-Habitat Lebanon has supported municipalities in implementing targeted hygiene and WaSH measures in dense urban settings, and in identifying the needs of Unions of Municipalities – and their municipalities – who are at the frontline of the continued COVID-19 response at the local level, with the view of identifying gaps and needs and supporting accordingly. Efforts continue to advocate for the COVID-19 preventative measures in densely populated urban settings, however significant capacity, human resources and financial gaps remain. At the level of the Beirut Blast response, UN-Habitat has been actively participating in the wider humanitarian response since the onset: though providing seconded technical teams to the municipalities of Beirut and Bourj Hammoud; undertaking several damage assessments at the building, household and school levels; implementing cash for rent, minor repairs and other shelter related projects; debris management; coordination support at the level of the shelter sector and housing land and property rights and much more.

This UNV assignment is part of UN-Habitat Lebanon's efforts to scale up its continued technical and advocacy support to local authorities, in enhancing their capacities to better design, target and implement communication and awareness raising campaigns among their communities. As COVID-19 cases continue to rise in Lebanon, and local authorities, who remain at the front line of the response, grapple with finding ways to slow and manage the spread of the pandemic – concerted and reinforced efforts are needed at the level of advocacy and communication outreach with local communities. The role of the UNV would be to support municipalities in enhancing their COVID-19 advocacy and communication efforts specifically tailored to urban settings, while participating in the UN family's COVID-19 coordination system meetings, to ensure complementarity of the wider UN and humanitarian community response

Sustainable Development Goals

11. Sustainable Cities and Communities

Task description

Within the delegated authority and under the supervision of Head of Governance Unit or his/her designated mandated representative(s), the UNV Coordination Officer for Local Governance will be:

- Consult with select municipalities in key Lebanese cities, take stock of existing COVID-19 prevention and response advocacy and communication campaigns with a view to identify areas to enhance and improve targeting of urban communities;
- Design, develop and implement, in line with the COVID-19 Lebanon Emergency Appeal (LEA) implemented by the UN and humanitarian community, targeted advocacy and communication campaigns in identified Lebanese cities and municipalities – while coordinating with other key advocacy and communication leads, including UNICEF, WHO and UNDP;
- Act as a COVID-19 coordinator, sharing best practices and ideas across local authorities in Lebanon, with a view to replicate proven practices;
- Participate in LEA pillar coordination meetings, particularly concerning advocacy and communication, relaying the additional needs of local authorities to major COVID-19 actors in this particular area (WHO, UNICEF) and facilitating the needed support;
- Identify the needs of the most vulnerable populations in key urban settings, including women, children, disabled, LGBTQI, elderly and propose appropriate advocacy and communication to raise awareness accordingly;

Furthermore, UN Volunteers are required to:

- Adapt and translate global messaging on COVID-19 in urban areas to the Lebanese context;
- Support projects implementation by providing guidance and advice related to COVID19;
- Raise awareness of local authorities, partners, contractors, beneficiaries to ensure Covid-19 precautionary measures are adopted through the implementation of projects;
- Ensure coordination with DRR or other COVID19 cells within the local authorities to provide support and feedback on response when it is needed;
- Maintain relationship with governors and other partners through sharing relevant information/periodic report;
- 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 UN-Habitat Lebanon team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UN-Habitat and its beneficiaries in the accomplishment of her/his functions, including:
 - A mapping of COVID-19 advocacy and communication gaps and needs of local authorities, based on consultations undertaken with local authorities and other stakeholders;
 - A local authorities COVID-19 advocacy and communications plan tailored to urban localities/select cities in Lebanon – responding to the needs of communities.;
 - The operationalization of the above-mentioned tailored local authorities' COVID-19 advocacy and communications plan, capitalizing on existing products, campaigns and initiatives – through the LEA and other humanitarian and development stakeholders – or through the development of new products designed to target gaps accordingly;
 - Develop a mayor and municipal council advocacy campaign for social and local media – on leading by example on COVID-19 preventative measures;
 - Regularly report on Covid-19 situation and response of Municipalities and share with other partners/Municipalities for lessons learned;
 - Develop a Monitoring plan to evaluate the outcomes of coordination and capability of local authorities to be discussed with National authorities;
- 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 dur-ing 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

- Master's degree in areas related to social, political, and developmental studies, or similar;

Required experience 48 months

Experience Remark

- At least 4 years of professional work experience at the national and/or international level in community, advocacy and

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governance or other relevant programmes; experience with local government is an asset, as is 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;
- 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 Governance, Advocacy, Shelter and Emergency response, volunteerism as a mechanism for durable development, and the UN System.

Language

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

Area of Expertise

- Other development programme/project experience Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

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

Conditions of Service and other information

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 (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

LBNR000367-8269

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 "Coordination Officer for Local Governance (LBNR000367)" 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 "Coordination Officer for Local Governance (LBNR000367)", click Apply then press "Submit my Application".

Only short-listed candidates will be contacted.

doa.apply_url<https://vmam.unv.org/candidate/show-doa/TEJOUjAwMDM2Nw==>**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.