UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

LBNR000403--Associate Reporting 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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Lebanon</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>6 months</td>
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<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Beirut [LBN]</td>
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<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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<tr>
<td>Assignment Place Remark</td>
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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 | Associate Reporting Officer |

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Organizational Context & Project Description

The impact of the Syria crisis on Lebanon is unprecedented in the history of complex, refugee-driven emergencies. The crisis is not only challenging the country’s existing social and economic infrastructure, it also brings to Lebanon a new set of disparities, cleavages and tensions that threaten to undermine Lebanon’s delicate social and political stability. With the protracted nature of the crisis, refugees are living in poverty, accumulating debt and making tough choices to reduce costs, with negative consequences for quality of shelter, access to health, clean water and education opportunities.

Furthermore, the COVID-19 crisis has exacerbated uncertainty in the country and compounded an already challenging situation.

Within this context, UNDP Lebanon plays a crucial role as it is UNDP is co-leading the integrated humanitarian-stabilization response, the Lebanon Crisis Response Plan (LCRP) 2017-2020 and ensuring that critical activities are continuing. UNDP leads on stabilization and is also leading three of the ten sectors of the response. One of UNDP’s roles as the lead agency on the stabilization dimension is to provide intellectual leadership and deliver key analytical products to shape the crisis response. Through the Tensions Monitoring System, UNDP consolidates, analyses and shares information on tensions. In this work, data collection, analysis and reporting are key elements.

Sustainable Development Goals 17. Partnerships For the Goals

Task description

Within the delegated authority and under the supervision of the Conflict Analysis & Mainstreaming Officer the UNDP Coordination unit, the UNV Associate Reporting Officer will provide support to the overall management and smooth implementation of the Tension Monitoring Project. Specific tasks will include:

- Keep abreast on relevant developments in the social stability sphere;
- Monitor traditional and social media regarding tensions in Lebanon;
- Liaise closely with all colleagues in the unit in order to gather and collate data and analysis on tensions monitoring;
- Prepare periodic reports, i.e. donor updates, internal sitreps, briefing notes for senior managers, and activity-specific reports as required;
- Work closely with Information Management colleagues to ensure accurate and attractive data presentation;
- Assist in the design, production and translation of newsletters, fundraising documents, and factsheets and ad-hoc reports for internal and external use;
- Assist in the preparation of information packages and briefing kits for meetings;
- Prepare minutes of meetings and support on follow-up on action points;
- Assist in the archiving of documents ensuring materials are adequately tracked in shared folders.
- Assist in capacity building activities, as trainings and workshops;
- Assist in producing donor’s visibility materials;
- Assist in drafting narrative and financial reports;
- Perform other duties as required.

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 Coordination Unit team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP Lebanon and its beneficiaries in the accomplishment of her/his functions, including:
  - Support to general tensions monitoring and analysis;
  - Support to coordination of the social stability sector;
- 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)
Qualifications/Requirements

Required Degree Level  Bachelor degree or equivalent

Education - Additional Comments

- Bachelor’s degree in social sciences or relevant field;

Required experience  24 months

Experience Remark

- At least 1-2 years of professional work experience at the national and/or international level in the field of conflict analysis, report writing or communications;
- Accuracy and professionalism in reporting and editing;
- 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;
- Ability to read and interpret;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Sound security awareness;

Language

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

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:


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

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
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**  
LBNR000403-8928

**Application procedure**

1. Go to [https://vmam.unv.org/](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 Reporting Officer (LBNR000403), 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 Reporting Officer (LBNR000403)”, click Apply then press “Submit my Application”.

Only short-listed candidates will be contacted.

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

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.