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**: United Nations Children's Fund
- **Volunteer Category**: National Specialist
- **Number of Volunteer**: 1
- **Duration**: 12 months
- **Possibility of Extension**: Yes
- **Expected Starting Date**: Immediate
- **Duty Station**: Tripoli (LBN) [LBN]
- **Assignment Place**: Family Duty Station

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 Tripoli, 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**: Programme Associate
Organizational Context & Project Description

For 70 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

Under the supervision of the Programme Specialist in Tripoli Lebanon zonal office, provide professional technical assistance and support for programme design, planning and implementation, management and evaluation of programme/project activities, data analysis and progress reporting, in support of achievement of programme goals and objectives.

Sustainable Development Goals

11. Sustainable Cities and Communities

Task description

Within the delegated authority and under the supervision of Programme Specialist or his/her designated mandated representative(s), the UNV Programme Associate will:

1. Knowledge Management for Programmes
   - Contribute to country programmes by supporting knowledge management through providing professional assistance in data collection and analysis, complete and accurate reporting as well as participation in the Programme Knowledge Network system of "lessons learned" and other corporate-level databases;
   - Participate in information exchange with partners as well as in the development of training and orientation material by providing professional technical assistance;

2. Programme Development and Management
   - Provide professional technical assistance in the preparation of the Situation Analysis for programme development and management by collecting and analyzing data and monitoring implementation progress;
   - Contribute to the identification of critical intervention points and measures by administering a consistent and transparent monitoring system;
   - Analyse country level socio-political-economic trends and their implications for ongoing programmes and projects;
   - Draft or prepare programme work plans as required;
   - Propose adjustments/changes in work plans;
   - Propose program recommendations for inclusion in formal programme documentation, and new approaches, methods and practices for supervisor;

3. Optimum Use of Program Funds
   - Monitor programme implementation progress and compliance;
   - Monitor the allocation and disbursement of programme funds, making sure that funds are properly coordinated, monitored and liquidated;
   - Take appropriate recommendations or actions to optimize use of programme funds;

4. Programme Monitoring and Evaluations
   - Undertake field visits to monitor and assess programme implementation and decides on required corrective action;
   - Collaborate with partners to carry out a rigorous and transparent approach to evaluation;
   - Participate in the major programme evaluation exercises in consultation with the Representative, the Operations Officer, the Evaluation Officer and others to improve efficiency and quality of programme delivery;
   - Participate in annual sector review meetings with government counterparts. Collaborate and prepare annual program status reports in a timely manner, as required;

5. Rights-Based and Results-Based Programme Management Approach
   - Support rights-based programmes approach in the formulation of programme goals and objectives and development of strategies and implementation frameworks;
   - Collaborate with partners and assist in the strengthening of quality of child rights-based programmes consistent and effective planning, design, implementation, monitoring and/or evaluation of programmes and projects;
Contribute to coherence, synergy and added value to the programming planning and design processes using a results-based management approach to programme planning and design;

Provide professional technical assistance in preparing viable recommendations on project implementation, alternative approaches, and optimal utilization of resources that contribute effectively to the fulfillment of the rights of children and women, and recommendations on programme, new initiatives and management issues to ensure achievement of stated objectives;

6. National and Local Capacity Building/Sustainability

Provide government authorities with technical assistance and supports in planning and organizing training programmes for the purpose of capacity building and programme sustainability;

Promote and maintain the building and reinforcing of the commitment and institutional capacities of the national and local partners by identifying these partners and partnerships and providing continuous supports, coordination and collaboration for sustainability;

7. Rights Perspective and Advocacy at the National, Community and Family Levels

Analyse programme related issues and policies from a children's and women's rights perspective and advocacy at the community and family levels for elevating credibility in national policy debates;

Promote the organization goals of UNICEF through active advocacy and communication;

8. Partnership, Coordination and Collaboration

Facilitate partnership and collaboration with internal and external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate development data and information, exchange information on programme/project status and implementation and movement/distribution of supplies;

Establish and maintain linkage to the Regional Programme Knowledge Network to ensure the availability of current and accurate programme data;

Collaborate with the Operations Section to establish and maintain sound internal controls supportive of programming endeavours and to coordinate financial and supply management requirements and accountability;

Approve allocation and disbursement of funds ensuring they are properly coordinated, monitored and liquidated in accordance with the programme budget allotments (PBA);

Maintain close collaboration with Regional Advisers and HQ Officers for overall coordination;

Provide professional support in provision of technical advice, negotiation, advocacy and promotion of area/country level goals, leading to agreement on practicable and priority actions to be supported by UNICEF programme;

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/web sites, 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:

- Technical contribution to and participation in effective knowledge management made to strengthen country programme management and activities, including data collection, analysis, and information sharing/exchanges;
- Effective monitoring system administered, and analysis of country level socio-political-economic trends and their implications provided for the identification of critical programme intervention point and measures; Changes in programme work plans and recommendations drafted or prepared as required;
- Programme funds effectively monitored for optimum use;
- Programme monitoring and evaluations effectively conducted to improve programme performance, and programme status report timely prepared;
- Technical support and assistance provided to elevate the quality of rights-based projects /programmes, and add coherence,
synergy and value to project management process by using results-based management;
• Contribution and support provided to build and reinforce commitment and institutional capacities of the national and local partners;
• Rights perspective and advocacy at the community and family levels incorporated in policy analysis for establishing and elevating UNICEF's credibility in policy debates;
• Technical support and assistance provided to enhance effective communication and networking through partnership and collaboration;
• 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**
Bachelor degree or equivalent

**Education - Additional Comments**
- Bachelor’s degree in Social Sciences, International Relations, Government, Public Administration, Public Policy, Social Policy, Social Development, Community Development, or other relevant disciplines;

**Required experience**
24 months

**Experience Remark**
- At least 2 years of professional work experience at the national and/or international level in emergency, field work or other relevant programmes; experience in 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 humanitarian work and 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
- Integrity
- 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

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 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 LBNR000407-9077

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 Associate (LBNR000407), 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 Associate (LBNR000407)”, click Apply then press “Submit my Application”.

Only short-listed candidates will be contacted.

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

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.