

## Descripción de la asignación de voluntarios NU LBNR000418--Programme Assistant

El programa de Voluntarios de las Naciones Unidas (VNU) es la organización de la ONU que contribuye a la paz y al desarrollo en todo el mundo por medio del voluntariado. El voluntariado es una forma poderosa de involucrar a los ciudadanos para hacer frente a los desafíos en materia de desarrollo, y capaz de transformar el ritmo y la naturaleza del mismo. El voluntariado beneficia tanto al conjunto de la sociedad como a los voluntarios, fortaleciendo la confianza, la solidaridad y la reciprocidad entre las personas y creando oportunidades de participación apropiadas. Para impulsar la paz y el desarrollo, el programa VNU promueve el reconocimiento de la contribución de los voluntarios, trabaja con sus asociados para integrar el voluntariado en los programas de desarrollo y moviliza en todo el mundo a un número cada vez mayor y más diverso de voluntarios, incluidos Voluntarios de las Naciones Unidas. El programa VNU entiende el voluntariado como universal e incluyente, y reconoce el voluntariado en toda su diversidad, así como los valores que lo sustentan: libre albedrío, entrega, compromiso y solidaridad. En la mayoría de las culturas, el voluntariado está profundamente arraigado en antiguas tradiciones de cooperación y apoyo fuertemente establecidas entre las comunidades. En este contexto los Voluntarios de las Naciones Unidas participan en varias formas de voluntariado y juegan un papel esencial en el desarrollo y la paz junto a sus colegas, agencias receptoras y comunidades locales. En todas las asignaciones, los Voluntarios de las Naciones Unidas promueven el voluntariado por medio de su acción y conducta. La participación en actividades voluntarias puede enriquecer efectiva y positivamente su entendimiento de la realidad local y social, así como también crear un puente entre los voluntarios y la gente de la comunidad receptora. Esto hará que su tiempo como Voluntario de la ONU sea aún más satisfactorio y productivo.

## Información general

|   |   |
|---|---|
| <b>País de la asignación</b>                    | Lebanon   |
| <b>Agencia / Entidad Anfitriona</b>             | UN Office of the High Commissioner for Human Rights |
| <b>Categoría de Voluntariado</b>                | National Specialist                                 |
| <b>Número de Voluntario</b>                     | 1   |
| <b>Duración</b>                                 | hasta 31-12-2021                                    |
| <b>Fecha de Inicio Esperada</b>                 | Inmediatamente                                      |
| <b>Lugar de Destino</b>                         | Beirut [LBN]  |
| <b>Lugar de Asignación</b>                      | Lugar de Destino Apto para Familias                 |
| <b>Observación sobre el lugar de asignación</b> |   |

### Condiciones de vida

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.

## Detalles de la Asignación

T. +49 (0) 228-815 2000      A. PO Box 260111, 53113 Bonn, Germany  
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Título de asignación

Programme Assistant

### SP Contexto Organizativo & descripción del proyecto.

Based in Beirut and headed by a Representative/Head of Office, [OHCHR Syria](#) has a broad human rights mandate structured around four main components: monitoring and reporting, rule of law and transitional justice, civil society and technical cooperation, and human rights in humanitarian action. A dedicated unit supports each of the four sectors, and the office has an administrative team to support the staff and the programming. The UNV assignment will support the Civil Society and Technical Cooperation Unit (CSTC) in implementing its work plan on time and within budget.

### Sustainable Development Goals

16. Peace, Justice and Strong Institutions

### Descripción de la tarea

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

- Provides assistance in support of **planning and implementation activities/processes in relation with OHCHR technical engagement with Syrian civil society and other stakeholders**;
- **Conduct researches, data collection and analysis** on specific programmes/project related topics, including attending meetings upon delegation, note taking and minutes, preparation of a variety of periodic and ad hoc reports, unofficial translation of documents, statistical tables, graphic content, and other relevant background materials;
- Assists in the **coordination of programme/project planning and preparation**; monitors status of programme/project proposals and related activities and deliverables; assists with logistics and IT tasks related to activities, travel arrangements, procurement of equipment and services etc, in close coordination with the administrative unit;
- Assists in the **preparation and analysis of programme/project budget proposals**; provides assistance in the implementation of budget guidelines;
- **Supports programme/project managers on internal/external reporting**; provides assistance on reporting requirements as per donors' relevant guidelines, rules and procedures;
- Contributes to **preparation of publications** in multiple languages (English and Arabic), including coordination with editor, translation and printing services etc.;
- Drafts correspondence and communications related to delegated aspects of programme/project administration, including work plan and budgets, revisions and other related issues;
- Conducts any other related tasks as required or assigned by the supervisor.

Además de lo anterior, a los Voluntarios de la ONU se les insta a: • Fortalecer su conocimiento y entendimiento sobre el concepto de voluntariado por medio de la lectura de publicaciones pertinentes tanto del programa VNU como externas, así como desempeñar un papel activo en las actividades del programa VNU, como por ejemplo en los eventos de conmemoración del Día Internacional del Voluntariado (DIV); • Conocer y desarrollar las formas tradicionales y/o locales de voluntariado en el país anfitrión; • Reflexionar sobre el tipo y la calidad de la acción voluntaria que se lleva a cabo, incluida su participación en actividades realizadas periódicamente; • Contribuir con artículos/críticas (opiniones) de las experiencias en el terreno y enviarlas a la sede para su publicación en el sitio web, publicaciones, panfletos/boletines, notas de prensa, etc. del programa VNU; • Ayudar con el Programa de Mentores para los nuevos Voluntarios de la ONU; • Asesorar a grupos locales en el uso del servicio Voluntariado en Línea del programa VNU o promover el uso del servicio con individuos y organizaciones locales pertinentes cuando sea técnicamente posible;

### Resultados / Resultados esperados

- As an active OHCHR Syria team member, the UNV Program Assistant will provide efficient, timely, responsive, client-oriented and high-quality support to OHCHR Syria and its beneficiaries in the accomplishment of her/his functions, including:
- Assisting in the organization of advocacy roundtables and events planned in the Civil Society and Technical Cooperation Unit

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(CSTC) work plan, including the preparation of background documents, coordination with attendees and speakers, logistics, note taking, translation of documents into English and Arabic

- Supporting the organization of briefings, coordination meetings, focus groups and training workshops, including on international mechanisms for human rights (UPR, Treaty Bodies, and Special Rapporteurs).
  - Providing support for the implementation of mentoring activities for Syrian civil society organisations
  - Assisting in maintaining an updated a list of relevant CSOs and contacts
  - Conducting any other program-related tasks upon request
- 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

## Cualificaciones/Requisitos

**Nivel de Grado Requerido** Bachelor degree or equivalent

### Educación - Comentarios Adicionales

- Bachelor's degree in a relevant area, e.g. law, political science, international relations, development, or area related to human rights;

**Experiencia Necesaria** 48 meses

### Comentarios sobre la experiencia

- At least **four** years of professional work experience at the national and/or international level in human rights, development, programme management, or other relevant programmes; experience with civil society 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 human rights, civic space, volunteerism as a mechanism for durable development, and the UN System.

### Lingüísticas

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

### Área de Experiencia

- Development programme management Obligatorio

**Requisito de area de experiencia****Necesita Licencia de Conducir** No**Competencias y Valores**

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

# Condiciones del servicio y otra información

**Condiciones de servicio**[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 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

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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).

**Código de aplicación**

LBNR000418-9219

### **Procedimiento para la aplicación**

1. Go to <https://vmam.unv.org/>

2. If not yet registered in the UNV Talent Pool, please register your profile following below steps:

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- 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 (LBNR000418)", 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 (LBNR000418)", click Apply then press "Submit my Application".
- Only short-listed candidates will be contacted.

**doa.apply\_url**

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

#### **Advertencia**

*El programa de Voluntarios de las Naciones Unidas es un programa basado en la igualdad de oportunidades, que recibe gratamente aplicaciones por parte de profesionales cualificadas/os. Estamos comprometidos a lograr la diversidad en términos de género, nacionalidad y cultura.*