

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MEXR000090--Associate Programme 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

Country of Assignment	Mexico
Host Institute	UN High Commissioner for Refugees
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	8 months
Expected Starting Date	Immediate
Duty Station	Mexico City [MEX]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

Mexico City (also known as CDMX) is the capital of the United States of Mexico. It is category A, family duty station and has a high-level infrastructure:

- Health: Mexico City has a highly ranked medical infrastructure with many internationally acclaimed hospitals.
- Education: There is plenty of Govt and private schools. Most of the private schools are bilingual (English-Spanish), and there are US, British, German, Japanese and French schools.
- Housing: Apartments can be rented both furnished and unfurnished, and services of real estate agents are widely available. All international staff members must present their residential places for UN security inspection BEFORE signing lease contract. There is a large seismic area in Mexico City which is restricted for selection of residences by UN staff.
- Weather and earthquakes: Mexico City has a pleasant climate, yet there are frequent weather changes. Heavy rains sometimes cause flooding in some colonies. Mexico City is situated in one of the most active seismic regions in the world, interlocked inside the area known as the Circum-Pacific Seismic Belt, the area with the highest seismic activity in the planet. Earthquakes are frequent and sometimes cause major damage to the urban infrastructure.

- Currency and exchange: Mexican Peso. Dollars, Euros and traveller's checks can be exchanged at a currency Exchange office.
- Communications: Internet is available everywhere, but in houses and offices, a contract has to be made in order to access to this service.
- Transportation: There are public buses, subway, and if taxis are to be taken, it is recommended to take "taxis de sitio". Uber is also available.

Mexico City belongs to Security Risk Management area 01, Capital with the current General Threat Level 02, LOW. There are no known direct threats to UNHCR, yet UNHCR personnel may be affected by crime. Mexico City has high rates of crime, among them: robbery to passers-by with or without violence, vehicle theft; burglary and business robbery, telephone extortions, frauds, kidnapping and homicides. Also, gender violence is high.

The UN personnel must remain security aware at all times, apply personal security measures and avoid movement after darkness. There is no curfew in Mexico City, yet the incidence at night hours is high. Night movement is not restricted if in authorized taxi, yet, not recommended and must be exercised with maximum caution. UN personnel should avoid areas of civil unrest.

Assignment Details

Assignment Title Associate Programme Officer

Organizational Context & Project Description

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than six decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 60 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

Context in México:

The current drivers of forced displacement in North of Central America (NCA) remain in place. Mexico registered some 70,000 asylum seekers in 2019 and, despite the sharp decrease in new applications as a result of COVID 19, we expect similar numbers in 2020 and an increase in 2021. In Mexico, UNHCR is working with and supporting the Government and other actors to build a stronger asylum system that allows refugees to fully exercise their human rights, from the moment of entry into Mexico, to when a durable solution is found. There are promising options for local integration and tangible results have been achieved in this respect.

UNHCR current operational interventions in Mexico are concentrated at southern locations (Chiapas, Tabasco, and Veracruz; the first two states bordering Guatemala), central locations (CDMX), and northern locations (Jalisco, Aguascalientes, Baja California, Sonora, Chihuahua, Coahuila, Nuevo Leon and Tamaulipas).

OPS budget in Mexico currently stands at 37M USD, representing over 70% of the total OL budget. 80% is implemented through Direct Implementation (DI) while 20% through Partners. Main components within DI is CBI, COMAR's support, Protection and Solution activities, and Affiliate Work Force. In this context, the Programme Unit continues to require additional support of an international staff in order to ensure adequate support in delivering protection and solutions to UNHCR's People of Concern. In this sense, in order to ensure full implementation of all 2020 planned activities (many of which has been delayed due to the COVID-19 Pandemic), and to conduct a solid planning phase for 2021, it is necessary to reinforce the Programme Unit and to have an Associate Programme Officer on board as soon as possible

Sustainable Development Goals 17. Partnerships For the Goals

Task description

Description of tasks

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We are inspiration in action

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

Within the delegated authority and under the supervision of the Snr. Programme Officer, the UN Volunteer Associate Programme Officer will:

- Coordinate and monitoring the implementation of some Partners Agreements in Mexico City;
- Provide support to ensure a consistent application of the framework for implementing with partners, including the effective implementation of the policy on selection and retention of partners, management of partnership agreements, risk-based project performance monitoring, and risk-based project audits, among others.
- Provide support on programmatic aspects of developing multi-year protection and solutions strategies and annual plans with corresponding priorities taking into account corporate priorities.
- Assist the planning process in compliance with planning parameters outlined in the Programme Manual and the planning instructions.
- Support Results Based Management and programme capacity in light of evolving requirements, programming approaches and gaps.
- Support the upcoming 2021 Detailed Planning and the introduction of the new RBM in the Operation, since MEX will be one of the pilot countries in the region;
- Support the revision and analysis of plans, mid-year and year-end reports of UNHCR office(s) in the Area of Responsibility AoR), ensure quality assurance and compliance with established policies, guidelines, procedures and standards.
- Contribute to ensure consistent and coherent monitoring approaches, tools and systems across the region, in line with global standards and polices.
- Perform some duties at inter-agency level, by coordinating activities with other UN Agencies and International Organizations related to shelters and the response towards the Venezuela population in the country;
- Coordinate with Supply and the other colleagues in the Unit the implementation of DI activities, especially those requiring a formal procurement process;
- Support Field Offices where no Programme staff is still present, such as Tijuana, Monterrey, Guadalajara, and others.
- Perform other related 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 UNHCR team member, efficient, timely, responsive, client-friendly and high-quality support rendered to United Nations High Commissioner for Refugees (UNHCR) and its beneficiaries in the accomplishment of her/his functions, including:
 - IP (Implementing Partners) agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures;
 - Inputs are provided for the country operations plan (including budgets, staffing levels and structures) as well as prepare inputs for funding submissions, appeals and reports;
 - Participate in UN and other fora on programme and technical issues as delegated by programme senior management;
 - Enforce compliance with UNHCR's global strategies, protocols and guidelines;
 - Provided programmatic guidance and support with regard to the implementation of protection and solutions strategies within available resources.
 - Liaised with the multi-functional team (MFT) approach as defined within the Program Manual, ensuring the participation of relevant stakeholders in all phases of the Program Management Cycle
 - The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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
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Qualifications/Requirements

Required Degree Level Master degree or equivalent

Education - Additional Comments

Master's degree or equivalent in Business Administration, Law, Economics, Development, Social Science or related field. Bachelors degree may be accepted instead of a master's degree, if combined with an additional year of relevant professional experience.

Required experience 24 months

Experience Remark

Language

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

Area of Expertise

- Development programme management Mandatory

Area of Expertise Requirement

Essential qualifications/skills/job experience:

- 3 years relevant experience with Undergraduate (BA) degree; or 2 years relevant experience with Graduate (MA) degree; or 1-year relevant experience with Doctorate (PhD) degree
- Demonstrated experience in programme management including familiarization with the Operations Management Cycle (OMC) and sound knowledge of Results Based-Management.
- Demonstrated experience in field operations, sound knowledge on the centrality of protection in programming, Joint Needs Assessments and the principles of targeting.
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- 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.

Desirable qualifications/skills/job experience:

- Previous field experience is an advantage;
- Familiar with UNHCR's RBM approach and use of project/software is an asset;
- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position is an asset;
- Good knowledge of UNHCR financial rules, procedures and processes is an asset;
- Knowledge of UNHCR specific programming tools (MSRP, Focus, etc.) is an asset.

- Demonstrated experience in coordination within an inter-agency context and other actors, in a refugee or humanitarian context. Sound experience in program management training and capacity building activities.

Functional skills:

- MG-Project Management
- PG-Results-Based Management
- PG-UNHCR's Programmes
- PG-Experience with coordinating with Implementing Partners (Government/INGO/NGO/Corporate)
- DM-Data Management

Language skills

- Fluency in spoken and written Spanish is mandatory;
- Fluency in English is mandatory

Need Driving Licence

No

Competencies & Values

- Accountability
- Commitment to Continuous Learning
- Communication
- Empowering Others
- Integrity
- Planning and Organizing
- Professionalism
- Working in Teams

Conditions of Service and other information

Condition of Service[Click here to view Conditions of Service](#)**Conditions of Service for International Specialist:**

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 across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,651. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

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 including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- 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;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- 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

MEXR000090-8092

Application procedure

You can only apply if you have created your profile at <https://vmam.unv.org/candidate/signup>

Watch this video for the specific steps you must follow: https://www.youtube.com/watch?v=VT5uJ_FoIWU

If you are already registered in UNV's Talent Pool, make sure your profile is up to date before applying.

doa.apply_url<https://vmam.unv.org/candidate/show-doa/TUVYUjAwMDA5MA==>**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.