

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

## MMRR000120--Field 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

<b>Country of Assignment</b>	Myanmar
<b>Host Institute</b>	World Food Programme
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	01-10-2020
<b>Duty Station</b>	Maungdaw [MMR]
<b>Assignment Place</b>	Non-Family Duty station
<b>Assignment Place Remark</b>	

### Living Conditions

Myanmar, officially the Republic of the Union of Myanmar, is a sovereign state in Southeast Asia bordered by Bangladesh, India, China, Laos and Thailand. One-third of Burma's total perimeter of 1,930 km (1,200 miles) forms an uninterrupted coastline along the Bay of Bengal and the Andaman Sea. The country has an estimated population of 51 million people. Myanmar's capital city is Naypyidaw and its largest city is Yangon.

The country is ethnically diverse. The government recognizes 135 distinct ethnic groups but the Bamar form an estimated 68% of the population. Most of them are Buddhists.

Temperatures in Myanmar can vary from place to place. In general, the Myanmar climate is hot throughout the year, with temperatures averaging 27 degrees Celsius or 80 degrees Fahrenheit. The months of March, April, and May the weather in Myanmar can be very hot and humid, especially around the coastal regions. This increase in temperature is caused by the onset of the rainy season. Despite the hot temperatures, there are areas that can be quite pleasant. The interior areas such as Inle Lake and Bagan can be quite a bit cooler than the coastal regions. The mountainous areas can also be cooler as they have a much higher altitude.

Travel to Maungdaw involves one-hour flight from Yangon (capital of Myanmar) to Sittwe (capital of the Rakhine State), three-hour speedboat ride from Sittwe to Buthidaung and 45 minutes car drive from Buthidaung to Maungdaw. International staff mainly stay in the UNHCR guest house located in the same compound as the WFP office in Maungdaw and living conditions are fairly basic without any proper medical, education facilities. Hazards faced are hot and humid weather conditions, lack of emergency medical support, lack of entertainment facilities, venomous snakes and logistical problems associated with distance. Government's special travel authorizations is also required for international staff to travel to Maungdaw.

# Assignment Details

## Assignment Title

Field Programme Officer

## Organizational Context & Project Description

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world achieve Zero Hunger in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

In emergencies, WFP gets food to where it is needed, saving the lives of victims of war, civil conflict and natural disasters. After an emergency, WFP uses food to help communities rebuild their shattered lives. On average, WFP reaches more than 80 million people with food assistance in 75 countries each year. The organization has the global footprint, deep field presence and local knowledge and relationships necessary to provide access to nutritious food and contribute to the lasting solutions, especially in many of the world's most remote and fragile areas.

WFP has been present in Myanmar since 1994 and is now focusing on helping the Government reach its national Zero Hunger Challenge by 2025. WFP's work in the country is guided by three priorities: emergency preparedness and response; nutrition; and provision of social safety nets. The Myanmar CSP 2018-2022 approved by the WFP Executive Board in November 2017 and it aims to contribute to three Strategic Outcomes that are aligned to four Strategic Results of SDG 2 (Zero Hunger) and SDG 17 (Partnerships for Development). A total of eight Activities are planned to be implemented to achieve the contributions to the three Strategic Outcomes. Under the Integrated Road Map (IRM) WFP has committed to a new way of working, linking not only all activities to the defined Strategic Outcomes, but also linking the resources used for implementing the activities to the results achieved.

The three strategic outcomes are:

SO1: Crisis-affected people in food insecure areas meet their food and nutrition needs all year round. Lifesaving food and/or cash will be provided to women, men, girls and boys affected by natural disasters, armed conflict and inter-communal violence.

SO 2: "Vulnerable people in states and regions with high food insecurity and/or malnutrition have

access to food all year round." WFP will provide food/cash assistance to vulnerable populations, while providing technical assistance to support the government in strengthening its social protection programmes, food systems and emergency preparedness capacity.

SO 3: "Children under 5 in Myanmar have improved nutrition in line with national targets by 2022." WFP will contribute to increasing the availability and access to safe and nutritious food for vulnerable and affected populations in crisis and non-crisis situations to enhance their nutrition and resilience. WFP will also support the government in implementing national nutrition.

This assignment is located at WFP Field Office in Maungdaw, Northern Rakhine State (NRS) where there is an implementation of WFP's activities such as distribution of food to relief and nutrition beneficiaries, Cash-for-Asset creation and School Feeding in primary schools in partnership with Cooperating Partners based in the NRS.

## Sustainable Development Goals

2. Zero Hunger

## Task description

Under the direct supervision of the WFP Head of Field Office in Maungdaw and overall supervision of the Country Director and Deputy Country Director from the WFP Country Office in Naypyidaw, the UNV Program Officer will perform the specific duties and responsibilities

stated under Description of tasks:

- Assist in the overall coordination and management of all WFP programs activities in Maungdaw & Buthidaung in northern Rakhine State (nRS);
- Liaise and coordinate with all Cooperating Partners regarding food assistance activities,
- Check and prepare CP payment requests for endorsement by Head of Field Office;
- Provide back-up support and follow-up on WFP food assistance programs at Field Office level,
- Ensure food pipeline management is effectively carried out;
- Carry out regular monitoring duties and plans of food monitors in all operational areas. Including assessment of needy areas;
- Gather information on potential project activities, with special reference to food security related data for identifying potential beneficiaries;
- Assist in preparation of WFP corporate Reports;
- Represent WFP at donor, inter-agency and internal meetings as required;
- Update the targeting package (including community and individual household targeting of relief beneficiaries, school feeding and Cash for Assets (CFA) creation activities annually and make sure the designed targeting system are implemented properly;
- Make sure the planned food has been distributed to right beneficiaries in timely manner and with the right quality;
- Provide any other support 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

- Programme activities coordinated.
  - Project sites visited.
  - Coordination meetings attended.
  - Monitoring reports prepared
  - 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 Cooperating Partners (CPs);
  - 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 development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed
- 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** Bachelor degree or equivalent

#### Education - Additional Comments

University degree in International Development Studies, Social Sciences, Health, Nutrition, Agriculture, Environmental Science or other related fields

**Required experience** 60 months

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*We are inspiration in action*

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

**Experience Remark**

- A minimum of 5 years job-related field experience in providing support to policy and program activities with professional experience in food security and managing development and/or humanitarian operations.
- Good knowledge of Microsoft Office Package (Word, Excel) is necessary

**Language**

- English (Mandatory) , Level - Fluent

**Area of Expertise**

- Other emergency management experience Mandatory
- Development programme management Mandatory

**Area of Expertise Requirement**

**Need Driving Licence** No

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Integrity
- Planning and Organizing
- Working in Teams

## Conditions of Service and other information

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**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**

MMRR000120-7544

**Application procedure****\* Not yet registered in the UNV Talent Pool?**

First register your profile at <https://vmam.unv.org/candidate/signup>.

Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

**\* Already registered in the UNV Talent Pool?**

First update your profile at <https://vmam.unv.org/candidate/profile>.

Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

**Application deadline: 19 August 2020****doa.apply\_url**<https://vmam.unv.org/candidate/show-doa/TU1SUjAwMDEyMA==>**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.*