UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

PANR000190—Associate External Relations Officer (Donor Relations)


Informations générales

<table>
<thead>
<tr>
<th>Pays d'Affectation</th>
<th>Panama</th>
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<tbody>
<tr>
<td>Agence/Institution hôte</td>
<td>UN High Commissioner for Refugees</td>
</tr>
<tr>
<td>Catégorie de volontaire</td>
<td>International Specialist</td>
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<tr>
<td>Nombre de Volontaires</td>
<td>1</td>
</tr>
<tr>
<td>Durée</td>
<td>12 mois</td>
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<tr>
<td>Date présumée du début</td>
<td>Immédiate</td>
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<tr>
<td>Lieu d'Affectation</td>
<td>Panama City [PAN]</td>
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<tr>
<td>Lieu d'Affectation avec Famille</td>
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- Panama City is classified 'A' Duty Station (Family) and has good infrastructure (health, housing, banking, transportation, telecommunications and recreational facilities) and good supply of goods and services, with no particular health hazards.

- In terms of security Panama is relatively safe compared to other cities throughout Latin America and it is rated as security level '1 minimal' whereas for Darién Province (border with Colombia) it is security level '2 low'. The city is a communication hub and it is possible to fly to all countries of the region with direct flights and it offers good options for travelling in general.
Titre de l'Affectation

Associate External Relations Officer (Donor Relations)

Objectifs de développement durables

5. Gender Equality

Détails sur l'Affectation

Contexte organisationnel & description du projet

The Office of the UNHCR was established on 14 December 1950 by the UN 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 strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country (www.unhcr.org).

Objectifs de développement durables

5. Gender Equality

Description de l'action

Under the direct supervision of Senior Donor Relations Officer, the UN Volunteer will undertake the
following tasks:

- Keep abreast all developments in operations to prepare appropriate briefings and reports.
- Support with the preparation of periodic internal and external reports as required.
- In cooperation with country offices, she/he prepares funding submissions for donors, and draft any required after-action reports.
- Assist in monitoring and analyzing donor policies, potential for accessing transition and development funding sources, policies/strategies of organizations competing with UNHCR over funds. Research, develop and maintain donor profiles / fact sheets.
- Organise programmes of visits, meetings and annual consultations with relevant governmental donors, as well as for donor missions to the field when required.
- Assisting in the organization of trainings and capacity building activities.
- Support the supervisor in preparation for meetings and talking points.
- As appropriate, represent UNHCR in meetings and correspondence with other humanitarian agencies (UN and NGOs).
- Perform any other tasks 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;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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.

En plus de ce qui précède, les Volontaires des Nations Unies sont censés :

• Renforcer leurs connaissances et compréhension du concept du volontariat en lisant la documentation mise à disposition par le programme VNU, les publications externes et prendre activement part aux activités du programme VNU, par exemple s’impliquer dans les acti-vités commémoratives de la Journée internationale des Volontaires (JIV), le 5 décembre.
• Se familiariser et développer toute forme de volontariat traditionnel et/ou local au niveau du pays d’accueil.
• Refléter le type et la nature des actions volontaires qu’ils entreprennent, y compris leur participation dans les réflexions substantielles.
• Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la publication du programme VNU/site web, bulletin et notes de presse, etc.
• Contribuer au Programme d’accueil des Volontaires des Nations Unies nouvellement arrivés dans le pays d’affectation ;
• Promouvoir ou conseiller les groupes locaux dans
l'utilisation des volontaires en ligne ou en-courager les individus et les organisations à utiliser les services de volontaires en ligne quand cela est techniquement possible.

Résultats / résultats attendus

- Inputs are provided to the country operations (including punctual information on donors)
- Standard tracking forms on contributions, contract mapping, reporting requirements, and other financial data are established;
- Mapped donors presence and opportunities in the region.
- Consolidated and analyzed data and information to facilitate the preparation of periodic reporting and lessons learned;

Supported meetings between the donor and UNHCR senior officials

- 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 / Exigences

**Domaine de qualification**
Bachelor degree or equivalent

**Niveau de qualifications - autres commentaires**
International Relations, Political Science, or other relevant field.

**Expérience Requise**
24 mois

**Remarques sur l'Expérience**
A minimum 2 years of experience of external/donor relations, reporting, ideally in an international setting.

**Linguistiques**
- English (Mandatory), Niveau - Fluent
- AND - Spanish (Mandatory), Niveau - Working Knowledge

**Domaine d'expertise**
- Public information and reporting Optionnel

**Domaine d'expertise requis**

**Permis de Conduire exigé**
Non

**Compétencies et Valeurs**

- Accountability
Conditions de service et autres informations

**Conditions de service**

Click here to view Conditions of Service

**Conditions of Service for International Specialist:**

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$ 1,631. 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

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.

**Code d'application**

**PANR000190-6482**

**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: 15-Mar-2020 - 23:59hrs, Germany time**

doa.apply_url

https://vmam.unv.org//candidate/show-doa/UEFOUjAwMDE5MA==

**Avertissement**

Le programme VNU est un programme qui promeut l'égalité des chances et encourage les candidatures de professionnels qualifiés. Le Programme VNU s'engage à assurer la diversité en termes de genre, de nationalités et de cultures.