

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

## PANR000225--Associate Reporting 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>	Panama
<b>Host Institute</b>	UN High Commissioner for Refugees
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Panama City [PAN]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	

### Living Conditions

-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.

-UNHCR offices are located in the Canal Zone, in a green area outside the city centre called 'Ciudad del Saber' where most of the other UN Agencies are also located, as well as International Schools, NGOs and research centres, etc.

-The cost of living is relatively high for the region (reflected in the post adjustment), especially for housing and health, but it is easy to

find accommodation on the private market, including in the area of the office in houses or in the city centre towers in modern apartments. Most of the food is imported except for sea products and some fruits and vegetables. There is a wide range of international schools, several of them offering IB curriculum including some in the office area.

-In terms of recreational activities, Panama being a hub for the purchasing of goods for neighboring countries, the city offers a lot of malls and doing shopping and going to malls is a common week end activity. Cultural offer is limited but there is a good offer of restaurants and a dynamic nightlife. Beaches on the Pacific and Atlantic coasts are reachable within one hour by car or by boat directly from the city and there are some options for hiking too. There is also a relatively good range of sports activities.

-For the everyday life it is recommended to have Spanish knowledge as English is not widely spoken in the shops and services.

-The government offers the possibility for UN spouses to get work permits and provides UN staff members with tax exemption cards for shops and restaurants.

-Just like other fast-growing cities, the traffic is heavy at peak hours and considered an issue for people living in Panama City.

-The climate is hot and humid with a rainy season lasting 8 months a year.

## Assignment Details

**Assignment Title** Associate Reporting Officer

### Organizational Context & Project Description

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](http://www.unhcr.org)).

The Office of the Regional Bureau of the Americas based in Panama seeks to support UNHCR operations across the Americas in their work to provide humanitarian assistance to 18 million refugees, asylum seekers, stateless, internally displaced people and others of concern, in support of States' efforts.

The Associate Reporting Officer post is based in Panama City and reports to the Reporting Officer of the Regional Bureau for the Americas (RBA). The position is part of the External Engagement Service of the Regional Bureau and the incumbent will work closely with other colleagues including in resource mobilization, communication, operations and information management.

**Sustainable Development Goals** 17. Partnerships For the Goals

### Task description

Under the direct supervision of the Reporting Officer of the Regional Bureau for the Americas, the UN Volunteer will undertake the following tasks:

- Keep abreast all developments in operations to prepare appropriate briefings and reports.
- Prepare periodic reports, i.e. donor updates, internal sitreps, briefing notes for senior managers, and activity-specific reports as required.
- Liaise closely with all Units and country/ multi-country operations in order to gather and collate accurate data about refugees and assistance activities.
- In close coordination with functional units, provide support to operations to ensure timely and accurate report of progress.
- Consolidate data on Programme implementation and indicators (e.g. health, cash assistance, protection...) in order to facilitate the preparation of periodic reports, i.e. weekly or monthly Sitreps, activity-specific reports.
- Work closely with Information Management Unit to ensure accurate and attractive data presentation.
- Assist in the design, production and translation of newsletters, fundraising documents, and factsheets and ad-hoc reports for internal and external use.
- Assist with the development of standard presentations of the work of the Bureau.
- Assist in the preparation of information packages and briefing kits for meetings, missions and visitors on UNHCR activities.

- Assist in the archiving of regional documents ensuring materials are adequately tracked in shared folders.
- Assist in capacity building activities, as trainings and other support mechanisms developed regionally.
- Assist in producing donor's visibility materials.
- Assist in drafting narrative and financial reports, in compliance with specific donor requirements.
- Perform other 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

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with other staff or counterparts;
  - 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 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

International Relations, Political Science, Journalism, Communications, Business of Public Administration

**Required experience** 24 months

### Experience Remark

A minimum 2 years of experience in a field related to external relations, communications, media relations or reporting.

- Experience in UNHCR, or the UN system and the humanitarian community desirable.
- Experience with handling sensitive and confidential information required.
- Experience of working with a team in multiple locations is desirable in the specific areas of research and reporting, as well as regional and the country operational context needed.

### Language

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

### Area of Expertise

T. +49 (0) 228-815 2000  
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany  
W. [www.unv.org](http://www.unv.org)

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

- Public information and reporting Mandatory
- Other communications related experience Mandatory

**Area of Expertise Requirement**

External relations, communications, media relations or reporting.

**Need Driving Licence** No

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Ethics and Values
- Integrity
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Technological Awareness
- 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

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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**

PANR000225-8556

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

Please 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?**

Please 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:** 22 January 2021 at 23:59hrs, Germany time

**doa.apply\_url**<https://vmam.unv.org/candidate/show-doa/UEFOUjAwMDIyNQ==>**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.*