**UN VOLUNTEER DESCRIPTION OF ASSIGNMENT**

PSER000123—Assistant Adolescent and Development Officer


**Informations générales**

<table>
<thead>
<tr>
<th>Pays d’Affectation</th>
<th>State of Palestine</th>
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<tr>
<td>Agence/Institution hôte</td>
<td>United Nations Children's Fund</td>
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<tr>
<td>Catégorie de volontaire</td>
<td>National 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>01-05-2020</td>
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**Conditions de vie**

The Gaza Strip is a Palestinian entity occupied by Israel, and has a total population of around 1.7 million inhabitants, living in 365 square kilometers.

Living conditions in the Gaza Strip are not stable, and are subject to close seizure by the Israeli authorities without prior notification, which affects the overall conditions. According to different sources, unemployment and poverty rates in the Gaza Strip are around 40 and 60 percent respectively. The Gaza Strip is currently governed by the Hamas faction, after taking over the Gaza Strip in 2007. After the conflict in November 2012, there are renewed efforts to implement the reconciliation agreement signed between Fatah and Hamas factions in Cairo in May 2011.

The Gaza Strip is a non-family duty station according to UN rules. Movement of international staff is restricted and takes place in armored vehicles. International personnel are allowed to live in UN-cleared buildings only. However, the local crime rate is very minimal and foreigners are rarely subject to harmful situations.

The cost of living conditions for one person including accommodation and other expenses vary between US$ 800 to 1,500 depending on the type of accommodation rented and the level of living. Health services in the Gaza Strip are not advanced; however, for primary health care, the
Détails sur l'Affectation

Titre de l'Affectation  
Assistant Adolescent and Development Officer

Contexte organisationnel & description du projet

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism.

UNICEF's Strategic Plan (2018-2021) articulates prominent and ambitious results for adolescents and demands that UNICEF’s work with adolescents is taken to scale by leveraging commitments to adolescents, strengthening systems that address adolescents’ priorities and mobilizing resources for adolescent programming. Partnering with adolescents and young people as agents of change is a key, cross-sectoral strategy to accelerate programmatic results and support adolescents to civically engage in their societies. UNICEF is keen to strengthen its engagement with adolescents and young people as resources who offer valuable perspectives and insights that contribute to more effective, relevant and sustainable results for children and adolescents in both development and humanitarian settings.

Under the 2018-2022 Country Programme Action Plan for the State of Palestine, UNICEF works closely with different ministries, UN agencies, national and international NGOs, Civil Society Organizations, and Communities to improve access to basic services, the protective environment and social inclusion for Palestinian boys, girls and women. This is done through: (a) capacity development of national and civil society partners, with a focus on legislation and social service systems strengthening; (b) research that contributes to knowledge and evidence informing social policy and social protection for children; (c) interventions that directly address barriers to equity for vulnerable and marginalized communities; and (d) support to both sustain and encourage resilience to address vulnerabilities.

The country programme is organized around five programme components: (1) Education and Adolescents (Learning for Development), (2) Child Protection, (3) Water, Sanitation and Hygiene, (4) Health and Nutrition, and (5) Social Protection and Inclusion. These components are mutually reinforcing and complementary.

Objectifs de développement durable

4. Quality Education

Description de l'action

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
The Adolescent Officer reports to the Youth and Adolescent Specialist. The national UN Volunteer will undertake the following three groups of tasks:

**Strengthen monitoring function**

- Systematically collect and make the data available for key projects related to the ADAP indicators. Support in the monitoring and evaluation exercises, programme reviews and annual reviews with government and other counterparts to assess programmes on young people participation and civic engagement.
- Provide technical support to the ADAP partners in Gaza with close support and guidance from the Youth and Adolescents Specialist.
- Facilitate meaningful participation of young people in the design, implementation, monitoring and evaluation of UNICEF programmes and where applicable- the GenU country investment agenda.
- In coordination with Knowledge Management and Reporting Officer in Jerusalem Office, collect inputs for quarterly Situation Report (SITREP) and update Gaza Humanitarian Performance Monitoring Sheet.
- Conduct and report on programmatic and field monitoring missions to ADAP projects in Gaza, draft report and analyze findings in the field monitoring reports.
- Follow up with partners on collecting and reporting on the EMS monitoring system.
- Support the Youth and Adolescent officer in developing program documents, and monitoring and tracking sheet for the youth and adolescent projects.
- In coordination with the Youth and Adolescent specialist and Gaza supply officer, contribute to the development of the supply plan.
- Support interventions and documentations of the Generation Unlimited initiatives.

**Strengthen reporting function**

- Participate as appropriate in meetings with government, UN Thematic group on Young people, and NGO partners to collect latest updates on progress of adolescents and youth initiatives and keep abreast of the latest information and updates.
- Support the Youth and Adolescent Specialist in preparing inputs for quarterly, bi-annual and end of the year CO report.
- Identify, capture, synthesize and share lessons learned on meaningful young people’s participation and civic engagement that can inform UNICEF and partners’ programming including the GenU partnership- where applicable.
- Build the capacity of partners in quality data collection and reporting.

**Innovation, knowledge management and capacity building**

- Identify, capture, synthesize and share lessons learned on meaningful young people’s participation and civic engagement that can inform UNICEF and partners’ programming including the GenU partnership- where applicable.
• Undertake field visits to UNICEF project sites to collect visibility and communications materials, including human interest stories.
• Identify, capture, synthesize and share lessons learned on meaningful young people’s participation and civic engagement that can inform UNICEF and partners’ programming including the GenU partnership—where applicable.
• Contribute to the establishment of Projects Data Base in Gaza and upload projects on one drive under the “ADAP” program on the (U) drive.

**Support day to day management of the Education and Adolescent Section**

• Ensure day to day management including financial of the implementation of the education programme components related to youth and adolescent;
• Support and contribute to the development of project documents, Programme Coordinatioon Agreement (PCA) in close consultation with the various sections of the office for cross-sectoral activities
• In consultation with the Youth and Adolescent specialist, draft project and donor proposals for Gaza-related work.

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 do-cumentation 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 activi-tés 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. • Réfléter le type et la nature des actions volontaires qu’ils entreprennent, y compris leur par-ticipation dans les réflexions substantielles. • Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la pu-blication du programme VNU/s 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**

• Youth and Adolescent projects will be effectively managed in Gaza.
• The visibility of UNICEF’s role in adolescent programming is enhanced.
• Monitoring and evaluation of the youth and adolescent programme enhanced and systematized.
• Quarterly update on key indicators
• Gaza Humanitarian Performance Monitoring Sheet is updated.
• Monitoring and tracking sheet is developed for youth and adolescent programme.

• 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
Qualifications / Exigences

Domaine de qualification
Bachelor degree or equivalent

Niveau de qualifications - autres commentaires

- University degree in social sciences (sociology, education, international relation, development studies or other related technical field).

Expérience Requise
24 mois

Remarques sur l'Expérience

- A minimum of two years progressively work experience in programme planning and management of education programmes
- Excellent writing, organizational and planning skills
- Experience in data management and reporting.
- Demonstrated working knowledge of UNICEF rules and regulations and, guidance related to partnership.

Linguistiques
- English (Mandatory), Niveau - Fluent
- AND - Arabic (Mandatory), Niveau - Fluent

Domaine d'expertise
- Monitoring and evaluation Obligatoire
- Knowledge management, archiving and documentation Obligatoire
- Other educational, teaching or training experience Optionnel

Domaine d'expertise requis

Permis de Conduire exigé
Non

Compétencies et Valeurs

- Accountability
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Empowering Others
- Integrity
- Knowledge Sharing
Conditions de service et autres informations

Conditions de service

Click here to view Conditions of Service

Conditions of Service:

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.

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

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.

**Code d'application**

PSER000123-6533

**Application procedure**

- **Not yet registered in the UNV Talent Pool?**
  First register your profile at [https://vmam.unv.org/candidate/signup](https://vmam.unv.org/candidate/signup)
  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](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](https://vmam.unv.org/candidate/profile)
  Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](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.

**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.