UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

UKRR000280--Senior Field Assistant

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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Ukraine</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>UN High Commissioner for Refugees</td>
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<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>until 31-12-2019</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Donetsk [UKR]</td>
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<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
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<tr>
<td>Assignment Place Remark</td>
<td>Donetsk residency is required.</td>
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The Senior Field Assistant (NUNV) performs a variety of functions related to field and shelter activities within the office and reports to the Shelter Associate, who defines work processes and provides regular advice and guidance. The incumbent shall keep frequent internal contacts with staff members in the office to exchange information and, under the direction of the Supervisor, with persons of concern on routine subject matters.

Living Conditions

Donetsk is a category ‘D’, non-family duty station. Donetsk is an industrial city in eastern Ukraine with an estimated population of just under 1 million inhabitants. Food and non-food items are available in local shops and chains of supermarkets. The currency commonly used is Russian Rubles (RUB). Medical services in Donetsk are limited; however, emergency evacuation can be organized through a...
local private hospital. Pharmacies are operational, but the choice of medications is limited. There are no direct transportation links between Donetsk and government-controlled area of Ukraine. Private individuals can cross checkpoints on foot; small vehicles are allowed to cross the checkpoints with passengers and goods. UN staff travel across the checkpoints in armoured vehicles.

**Assignment Details**

**Assignment Title**  
Senior Field Assistant

**Organizational Context & Project Description**  
UNHCR Field Office Donetsk was opened in 2014 in response to the conflict in Eastern Ukraine. The Office has ten staff members and shares common premises with other UN agencies, namely OCHA, UNICEF, WHO, IOM and UNDP. Being located in a non-government controlled area, UNHCR's main activities include shelter interventions and provision of non-food items and other types of assistance to UNHCR persons of concern (POC).

**Sustainable Development Goals**  
1. No poverty

**Task description**  
The national UN Volunteer will undertake the following tasks:
- Assist in monitoring the implementation of UNHCR programmes, including the delivery of all assistance items and monitoring of shelter projects.
- Assist in carrying out technical assessments of damaged private and public buildings (i.e. private accommodation/houses/apartments) in priority locations that have been identified.
- Assist in verifying any bill of quantity (BoQ), execution plan, including defining the scope of works, technical drawings and specifications for internal analysis.
- Support in the market analysis of locally available construction materials and skills.
- Participate in various needs assessments as a member of Multi-Functional Team (MFT).
- Assist in identifying vulnerable groups or individuals who may need special attention or special arrangements and make recommendations on the needs of different groups of UNHCR POC within the AGD perspective.
- Assist in collecting data and other information relevant to UNHCR.
- Regularly report on work progress of various activities.
- Any other duty, as requested by the supervisor.

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
- Interact with UNHCR POC;
- Participate in monitoring of the implementation of shelter activities;
- A final statement of achievements towards volunteerism for development during the assignment, such as 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

<table>
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<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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<tbody>
<tr>
<td>Education - Additional Comments</td>
<td>University degree in Construction, Civil Engineering or related field.</td>
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<tr>
<td>Required experience</td>
<td>24 months</td>
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<tr>
<td>Experience Remark</td>
<td></td>
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</tbody>
</table>

- Minimum of 2 years of relevant professional experience with advanced university degree or 3 years with Bachelor degree.

- Previous experience on and knowledge of displaced populations.

Language Skills
- English (Mandatory), Level - Fluent
- AND - Ukrainian, Russian (Mandatory), Level - Fluent

Area of Expertise
- Civil engineering and construction supervision Mandatory

Conditions of Service and other information

Condition of 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 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.

**Application Code**  
UKRR000280-4204

**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).  
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](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.

This is a national UN Volunteer assignment, therefore only nationals of Ukraine and legal residents with a residency permit, the status of refugee or with the status of being stateless are eligible to apply.

**Application deadline:** 4 July 2019

**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.