UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

ZMBR0000160--Associate 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

Country of Assignment: Zambia
Host Institute: UN High Commissioner for Refugees
Volunteer Category: International Specialist
Number of Volunteer: 1
Duration: 12 months
Expected Starting Date: 01-05-2020
Duty Station: Lusaka [ZMB]
Assignment Place: Family Duty Station
Assignment Place Remark: None

Living Conditions

Lusaka became the capital city of Zambia in May 1935. Lusaka’s central position in Zambia and it is extremely pleasant climate were two of the main reasons for its selection as the capital. It is a metropolis, which provides a home to about two and half million (2.5M) inhabitants of many different nationalities. It has grown to become the seat of the Government of the Republic of Zambia and as such all diplomatic missions, international organizations, industrial and commercial entities have set base. Its political, social, economic and cultural significance has also increased through the years. Lusaka has all amenities in place that would make visitors stay comfortable. For more info, visit: http://www.zambiatourism.com.
Assignment Details

Assignment Title
Associate Programme 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).

UNHCR also has a mandate to help stateless people. In more than four decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 7,685 people in more than 125 countries continues to help some 33.9 million persons. UNHCR established a presence in Zambia since 1967 to assist in the protection of Angolan asylum seekers, initially. As of 2013, UNHCR has four offices in Zambia: its Representation based in Lusaka and the three field offices Solwezi and Kaoma, in the North Western and the Western Provinces respectively and Kawamba in the northern part of the country. The main responsibility for UNHCR, in line with the statutory responsibilities, is to monitor the implementation of the 1951 Convention and promote mixed durable solutions for refugees and other Persons of concern. UNHCR discharges this role primarily by providing technical support and guidance to the Government on policy formulation and refugee matters. UNHCR also provides protection and assistance to 52,404 refugees and other persons of concern hosted in Zambia, through partnership with Partners and Government. UNHCR and Partners in Solwezi cover UNHCR mandate in Meheba and Mayukwayukwa settlements. The UNV Associate Programme officer will head the Programme Unit comprising 4 staff and will oversee UNHCR Operations Management Cycle (OMC) in both Meheba and Mayukwayukwa.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

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

- Through a consultative process within the country and field visits, stay involved in the development of the strategies, methodologies, contingency plans that respond to new and emerging operational challenges for the country;
- Assist in ensuring that global strategic priorities (GSP) and regional priorities as well as information on projected resource availability guide the planning parameters;
- Provide inputs for developing the country operations plan in compliance with global strategic priorities and regional priorities as well as with annual programming/planning instructions;
- Assist in organizing a consultative process to ensure a consistent application of the organization’s criteria and policies for the selection of implementing and operational partners;
- Assist in managing the development of a broad network of partners, good coordination practices and the development of partner capacities;
- Assist in training UNHCR as well as implementing partners (IP) staff in UNHCR standard procedures related to the Results Based Programme (RBM) management;
- Undertake proper collection, monitoring and use of baselines, standards and indicators needed to measure and analyze UNHCR's performance, trends and target interventions;
- Undertake field visits to evaluate and improve the planning, programming, implementation and monitoring of assistance projects;
- Assist in implementing the establishment of sound monitoring processes, in reviewing final reports and on progress in order to advise on any corrective actions required or the need for additional resources to reach planned target levels;
- Apply UNHCR’s corporate tools (e.g. Global Focus, Focus Client) to record data and assess the technical soundness of the operation and generate data for evidence-based decisions at the country-level;
- Assist in keeping donor representatives briefed on developments and assist in the development of funding submissions, appeals and reports;
- Assist in monitoring compliance to the organization’s resource allocation framework, providing support and assisting in corrective action where required;
- Assist in establishing and handling Implementing Partners Reports.

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 needs of persons of concern in the country are assessed and analysed in a participatory manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning;
- IP (Implementing Partners) agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures;
- Inputs are provided for the country operations plan (including budgets, staffing levels and structures) as well as prepare inputs for funding submissions, appeals and reports;
- Participation in UN and other fora on programme and technical issues as delegated by programme senior management;
- Compliance enforced with UNHCR’s global strategies, protocols and guidelines.

- 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
• University degree or equivalent in Business Administration, Law, Economics, Development, Social Science or related field.

Required experience
36 months

Experience Remark
• Minimum 3 years of work experience relevant to the function, in programme management, monitoring and evaluation;
• Previous field experience is an advantage;
• Familiarity with UNHCR’s RBM approach and use of project/software is an asset;
• Completion of the UNHCR Learning programmes or specific training relevant to functions of the position;
• Good knowledge of UNHCR financial rules, procedures and processes is an asset;
• Knowledge of UNHCR specific programming tools (MSRP, Focus, etc.).

Language
• English (Mandatory), Level - Fluent

Area of Expertise
• Development programme/project administration Mandatory

Area of Expertise Requirement
• Work experience in the field of accounting/finance, project management, business analysis, quality assurance and/or risk management;
• Good knowledge of international auditing standards.

Need Driving Licence
No

Competencies & Values
• Accountability
• Client Orientation
• Commitment and Motivation
Conditions of Service and other information

Condition of 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$ 1,651. 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**

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** ZMBR000160-6698

**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: 08th of April 2020**

doa.apply_url [https://vmam.unv.org//candidate/show-doa/Wk1CUjAwMDE2MA==](https://vmam.unv.org//candidate/show-doa/Wk1CUjAwMDE2MA==)

**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.