

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

PSER000125--Humanitarian Field Support 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

<b>Country of Assignment</b>	State of Palestine
<b>Host Institute</b>	UN Office for Coordination of Humanitarian Affairs
<b>Volunteer Category</b>	National Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	until 31-12-2020
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Nablus [PSE]
<b>Assignment Place</b>	Non-Family Duty station
<b>Assignment Place Remark</b>	

### Living Conditions

The duty station for the assignment will be Nablus, which is a non-family duty station.

As is the case for UN staff and partners, the volunteer will be responsible for arranging his/her own housing and other living essentials. National UN Volunteers are part of the malicious insurance plan.

Settling-In-Grant will be provided in the event duty station is not within commuting distance from the place of recruitment. A Volunteer Living Allowance (VLA) of ILS 3695.5 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

# Assignment Details

**Assignment Title**

Humanitarian Field Support Assistant

**Organizational Context & Project Description**

The Office for the Coordination of Humanitarian Affairs (OCHA) in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and in natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory, the OCHA Office has a specific responsibility for (a) disseminating information and policies to the humanitarian community, authorities and donors, as well as supporting resource mobilization efforts; (b) assisting in the identification of humanitarian priorities and needs and the coordination of resource mobilization efforts; and (c) disseminating information on the impact of complex emergencies, response thereto and the need for international assistance.

**Sustainable Development Goals**

16. Peace, Justice and Strong Institutions

**Task description**

Under the direct supervision of the Humanitarian Affairs Analyst/ Head of Northern UNOCHA Field Coordination Unit - West Bank (WB) sub office, the UN Volunteer will undertake the following tasks:

**Support Coordination:**

- Participate in regular field visits and meetings to gather and verify information needed to understand the humanitarian situation and the needs of the most vulnerable communities.
- Draft reports on field visits to vulnerable Palestinian communities ensuring an adequate and accurate record of events (including completion of forms as needed).
- Support information verification and the production of reports on key issues for inclusion in the bi-weekly Protection of Civilians report, the monthly Humanitarian Monitor and ad hoc reports as necessary.
- Participate in the entry of critical protection incidents (settler violence, demolitions and other protection concerns) into the respective databases.
- Support the mapping of access restrictions and their impact on Palestinians in the Northern West Bank
- Support multi-cluster need assessments undertaken in AoR as requested.
- Contribute to the analysis of developments and trends in the AOR especially by highlighting concerns from a local perspective and by regularly updating the field team on new and developing trends or specific areas of concern.
- Support the team, as required, in preparing for field briefings for officials, diplomats and decision makers.
- Support the Field Office in disseminating UN and OCHA reports at the local level, as agreed.
- Provide logistical support for coordination meetings, including preparation of information packs and recording minutes and notes
- Support in updating partners contact in formatted lists as needed.

**Operational Support**

- Maintain inventory of Sub-Office non-expendable items using the agreed format (ex. stationary)
- Support the electronic filing system of the Field Coordination Unit FCU; updating of contact lists by cluster, theme and location; weekly backup of FCU files and monthly backup in Jerusalem; and photo archiving in a timely manner according to the established guidelines.
- Maintain hard and soft copy archives (e.g. demolition orders, land confiscation orders...etc.).
- Maintain and update work tracking on a daily basis in consultation with unit members.
- Coordinate the use and maintenance of FCU's equipment, cameras and other tools (including ensuring tools are in the FCU vehicle prior to field visits, with charged batteries and containing necessary layers and forms).
- Liaise with OCHA IMU to help solve equipment-related problems at the sub-field office.
- Provide translation, both verbal and written, from and to Arabic and English.
- Ensure sub-office has sufficient number, type and in required languages of latest maps, reports, etc.
- Provide Administrative Support for payment of Petty Cash invoices when requested.

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

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

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

1. The needed photos, contacts and documents, maps are up to date and appropriately archived and organized at proper system for the Northern Field Coordination Unit NFCU and affordable for the staff.
  2. Back up is maintained in weekly and monthly bases for NFCU as well as Jerusalem level.
  3. Nablus sub office /NFCU contacts and knowledge base are properly strong.
  4. The required media resources and report are monitored and all incidents related to the humanitarian situation in the AOR are recorded and timely reported to the supervisor
  5. The NFCU relevant incidents related to the protection of civilian report are verified and triangulated and timely reported.
- 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

**Type of degree:** University degree in social sciences, humanitarian assistance, information technology, development aid or another related topic

**Required experience** 24 months

#### Experience Remark

- At least 2 years of work experience in humanitarian field with an INGO, an NGO or a UN agency is desired.
- Knowledge of Northern West Bank geographical areas.
- Computer Skills: MS Word, MS. Excel, presentation tools
- Prior experience with international organizations is an asset
- Good office management and filing skills.
- Solid inter-personal and communication skills.
- Good working knowledge of the humanitarian situation in the North WB

#### Language

- English (Mandatory) , Level - Fluent
- AND - Arabic (Mandatory) , Level - Fluent

#### Area of Expertise

- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Mandatory

#### Area of Expertise Requirement

# 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 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.

**Application procedure**

Not yet registered in the UNV Talent Pool:

First register your profile at <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> 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.

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/UFNFUjAwMDEyNQ==>

**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.*