

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

PSER000170--Coordination Support 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 | State of Palestine |
| Host Institute | UN Office for Coordination of Humanitarian Affairs |
| Volunteer Category | International Specialist |
| Number of Volunteer | 1 |
| Duration | 12 months |
| Possibility of Extension | Yes |
| Expected Starting Date | Immediate |
| Duty Station | East Jerusalem [PSE] |
| Assignment Place Remark | |

Living Conditions

The UN Volunteer will be living in Jerusalem which is a family duty station. It is currently at UNDSS security level MODERATE. As is the case for UN staff and partners, the volunteer will make his/her own arrangements for housing and transportation to and from work. International UN personnel rent furnished or unfurnished apartments found using agents or by word-of-mouth through colleagues. Personnel in Jerusalem and its vicinity usually use their own cars for transportation. Internationals who want to arrive or leave the country can either enter through Queen Alia International Airport in Amman, Jordan, and cross King Hussein/Allenby Bridge or Ben Gurion Airport in Tel Aviv, Israel. Travel into the West Bank is only permitted in a UN vehicle with a UN driver and no overnight stays are permitted except for at locations cleared by UNDSS. Travel into Gaza is only permitted in an armoured UN vehicle with a trained driver. Overnight stays in Gaza are strictly confined to an approved, secure hotel.

Jerusalem has a Mediterranean climate with hot, dry summers and short, wet, cool winters; temperature and rainfall vary depending on altitude and location. The Palestinian dialect is common to Egypt, Jordan, Lebanon, Syria and parts of Iraq. In Jerusalem, both English and Hebrew are also common. The Israeli shekel (NIS) is the currency of the occupied Palestinian territory and Israel. The time zone is GMT +2 hours.

The health care sector is divided into public and private health services. The public health service is accessible to all. Better health services can be found at private clinics and hospitals, which are spread out mainly in larger cities. Sophisticated medical care, including for children, is available throughout Jerusalem. Primary and secondary education is available for the children of international personnel in Jerusalem, which include schools such as the Anglican International School of Jerusalem and the Lycée Français de Jerusalem.

There are different mobile service providers in Palestine. Partner is the Israeli phone company used by most UN Agencies in Jerusalem. For West Bank and Gaza strip, the Palestinian company Jawwal is also available. In some areas in the West Bank and in the whole Gaza Strip, partner does not have coverage and Jawwal is necessary to ensure communication. Incoming phone calls from most of the countries in the Arab region are not possible due to the restrictions imposed by some States against Israel. Skype is the best option to communicate abroad.

Palestine has a Mediterranean climate with hot, dry summers and short, wet, cool winters; temperature and rainfall vary depending on altitude and location. The Palestinian Arabic dialect is common to Jordan, Syria, Lebanon, Egypt and parts of Iraq. In Ramallah, English is also common. The Israeli shekel (NIS) is the currency of the occupied Palestinian territory and Israel. Time zone is GMT +2 hours.

UN Volunteers are granted an Israeli Multiple Entry Service Visa prior to arrival, which will not allow entrance to most of the countries in the Arab region, apart from Jordan and Egypt. Some countries provide their citizens with a second passport if they work and live in Israel to be able to travel freely in the region. Please check with your Ministry of Foreign Affairs for more information.

For more information about the occupied Palestinian territory humanitarian context, see: www.ochaopt.org.

Assignment Details

Assignment Title Coordination Support Officer

Organizational Context & Project Description

The United Nations Office for the Coordination of Humanitarian Affairs (OCHA) is the part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent and coordinated response to emergencies. OCHA's mission is to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors in order to alleviate human suffering in disasters and emergencies; advocate for the rights of people in need; promote preparedness and prevention; and facilitate resilient and sustainable solutions.

As per its global mandate, the OCHA Country Office in the occupied Palestinian territory (oPt) has the responsibility for mobilizing and coordinating effective and principled humanitarian action in partnership with national and international actors in order to address the ongoing humanitarian situation in the Gaza Strip and the West Bank, including East Jerusalem; advocating the rights of people in need; promoting preparedness and prevention; and facilitating sustainable solutions.

Under the guidance and supervision of the Deputy Head of Office, the UN Volunteer supports core coordination functions and activities listed below and will be assigned certain tasks to take the lead on and is expected to set deliverable goals.

Sustainable Development Goals 5. Gender Equality

Task description

Under the direct supervision of the Coordination Lead and overall supervision of the Head of the Coordination and Communications Unit, the UN Volunteer will undertake the following tasks:

- Support the Coordination and Communications Unit (CCU) with implementing the various elements of the Humanitarian Programme Cycle (HPC).
- Provide secretariat support as needed to the HCT.
- Assist in preparing proposals for donors and drafting support documents such as TPs and background information on donor profiles.
- Assist in presenting data to donors, diplomats, UN agencies, NGO partners and other key stakeholders.
- Support National Inter Cluster Coordination by assisting in preparations for the monthly meetings and actively following up with

Cluster Coordinators and other Inter Cluster Coordination Group members on action points.

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

- As an active OCHA team member, efficient, timely, responsive, client-friendly and high-quality support rendered to OCHA and its beneficiaries in the accomplishment of her/his functions, including:
 1. Coordination and Communications Unit is better supported.
 2. Inter Cluster Meetings are well prepared, professionally managed and actions points followed up upon.
- 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 Master degree or equivalent

Education - Additional Comments

- Master's degree in history, Political Science, Development or other relevant discipline. A first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree.

Required experience 24 months

Experience Remark

- At least 2 years of professional work experience at the national and/or international level in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, or other related area is required.
- Demonstrated interest and/or experience in Middle East preferably focused on oPt.is required.
- Previous experience of working with a UN agency, preferably OCHA and/or an International NGO would be desirable.
- Experience of working on preparedness processes and/or Disaster Risk Reduction is desirable;
- Experience in conducting academic research would be an advantage.
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;

Language

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A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

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- English (Mandatory) , Level - Fluent
- And One of these - Arabic (Optional) , Level - Working Knowledge

Area of Expertise

- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Mandatory
- Legal research Optional
- Disaster risk reduction Optional

Area of Expertise Requirement

- At least 2 years of professional work experience at the national and/or international level in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, or other related area is required.
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Need Driving Licence No

Competencies & Values

- Adaptability and Flexibility
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Working in Teams

Conditions of Service and other information

Condition of Service [Click here to view Conditions of Service](#)

Conditions of Service for International Specialist:

Note on novel coronavirus – COVID-19.

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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 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\$ 1,682. 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 Entity](#))

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 PSER000170-10445

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

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?**

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: 12 September 2021

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/UFNFUjAwMDE3MA==>

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.

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