

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### JORR000462--Youth Outreach and Development 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

<b>Country of Assignment</b>	Jordan
<b>Host Institute</b>	UN Relief Agency for Palestine
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	24 months
<b>Expected Starting Date</b>	01-01-2021
<b>Duty Station</b>	Amman [JOR]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	

### Living Conditions

**Weather:** The weather in Jordan is not too extreme. Summer is dry, with temperatures regularly reaching 35 degrees centigrade. The winter is colder with temperatures often dropping to freezing point. Amman is hot and sunny from May to October with cool, pleasant evenings, whereas winters are rainy with occasional short snowfalls.

**Safety and Security:** Jordan is a relatively stable country. The potentials for internal or external armed conflict are considered very unlikely in the current political environment. Peaceful demonstrations, and sometimes road blockages, do occur in Jordan motivated by domestic factors such as unemployment, deprivation of resources and development or for regional issues such as solidarity with the Palestinian cause or with the Syrian crises. Most of these events are driven by civil society unions and Islamic parties. Domestic tribal civil unrest sometimes turning violent especially outside the main cities due to tribal dispute or socio-economic reasons. In all occasions law enforcement agencies usually manage to contain the situation. Road traffic accidents are the primary threat against UN personnel in Jordan. Poor road conditions and bad driving behaviours are the main reasons for the high rate for traffic accidents.

Amman is a category A duty station with security level 1.

**Transportation:** Taxis are abundant and readily available in Amman. Public minibuses are the most common form of public transport. They normally only leave when full, so waiting times of an hour or more are inevitable, especially in rural areas. The larger air-con buses offer a speedy and reliable service, departing according to a fixed schedule.

**Health Services:** Medical facilities are generally good, particularly in Amman where there are several modern, well-equipped public and private hospitals. Almost all doctors (and most pharmacists) speak English; many have studied abroad.

**Language:** The official language of Jordan is Arabic, but English is widely spoken – especially in the cities. Many Jordanians have travelled or have been educated abroad so French, German, Italian and Spanish are also spoken, but to a lesser extent.

Jordan is a unique country and UNRWA is a unique humanitarian operation. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

## Assignment Details

### Assignment Title

Youth Outreach and Development Officer

### Organizational Context & Project Description

UNRWA (the United Nations Relief and works Agency for Palestinian Refugees in the Near East) is a United Nations agency established by the General Assembly in 1949 and mandated to provide assistance and protection to some 5 million registered Palestine refugees. Its mission is to help Palestine refugees in Jordan, Lebanon, Syria, West Bank and the Gaza Strip achieve their full human development potential, pending a just and lasting solution to their plight. UNRWA services encompass education, health care, relief and social services, camp infrastructure and improvement, protection and microfinance. In Jordan, UNRWA provides assistance and protection to around 2.3 million Palestine refugee from Jordan, over 17,000 Palestine refugees fleeing the conflict in Syria and displaced people from Gaza and West Bank.

The work of the Office of the UN Secretary-General's Envoy on Youth (Office) aims to strengthen the focus on youth in existing UN programmes, policies and strategies at all levels and to engage and empower young people across the world, bringing the UN closer to them. The overall priorities of the Office are guided by the priority areas of the World Programme of Action for Youth, adopted by the UN General Assembly in 1995, and the priority areas of the UN System Wide Action Plan on Youth. Administratively the Office is linked to the Department of Public Information (DPI), and within it to the Outreach Division. The Office draws on outreach assistance from DPI, while also closely working with the UN entities that are members of the Inter-Agency Network on Youth Development, UN Regional Commissions, as well as UN Regional and Country Teams. In Jordan, in the context of Palestine refugees, UNRWA seeks to deliver against the 4-point priorityworkplan of the Office. That work-plan corresponds to the growing need for the United Nations to elevate the global youth agenda, increase awareness of youth issues and contribute to the acceleration of a global response that seeks to address the development needs and safeguard the rights of today's largest generation of young people. Under the direct supervision of the Director of UNRWA Affairs, Jordan, the Youth Outreach and Development Officer keeps abreast of key youth issues relating to UNRWA in Jordan, and is responsible for providing analysis of such issues as well as ways to respond to them to the senior management of UNRWA Jordan Field Office.

### Sustainable Development Goals

17. Partnerships For the Goals

### Task description

Under the direct supervision of Donor Relations and Project Support Officer (DRPSO), the UN Volunteer will undertake the following tasks:

Support the Jordan Field Office to develop a strategy and roadmap for meaningful youth engagement in the work of the United Nations, as this relates to the mandate of UNRWA in Jordan, with particular focus on the 2030 Agenda on Sustainable Development, including contributing to the Global Youth Partnership for the Sustainable Development Goals; Identify a range of youth organizations with whom UNRWA in Jordan can partner, to facilitate the development, implementation and evaluation of assigned programmes/projects;

Provide support for policy coordination and evaluation functions, including conducting research, reviewing and analyzing emerging issues and trends and participating in evaluations or research activities and studies on specific youth development issues;

Prepare briefings, concept notes, background materials, statements and talking points for the Director of the Jordan Field

Office, or other senior staff, as may be required;

Contribute to the organization of the annual ECOSOC Youth Forum, World Youth Skills Day, International Youth Day and other special events and activities aimed at engaging partners, and creating visibility and leveraging momentum with Member States on youth related issues. Providing overall support for events planning, management and coordination functions;

Assist the Office in attending select meetings, the Interagency Network on Youth Development, or any of its sub-working groups;

Contribute to liaising with UN Country Teams, relevant government institutions and other stakeholders;

Any other related tasks as may be required or assigned 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

As an active member of the UNRWA JFO team, the Youth Outreach and Development Officer will provide efficient, effective and timely support to the UNRWA and its clients, as required. This will include:

Preparing briefing materials, analysis and data-driven infographics for senior staff;

Situation monitoring, and writing concise assessments on youth-related operational developments and the implications for UN field missions and activities;

Researching and identifying trends, and supporting relevant analysis;

Actively identifying, evaluating and structuring data (qualitative and quantitative) to support and enhance contextual analysis

Under the direct and daily tutelage and supervision of the DRPSO, the UNV will obtain substantial, broad and practical experience which will enhance their knowledge of the youth development related area of work in the UN system.

In particular, through his/her day to day work, the UNV will be exposed to the dynamic pace of a UN field operation, in the cultural and political context of the Middle East, with highly relevant, practical experience

Furthermore, the UNV will be able to avail himself or herself of the remote support of a large team of highly experienced UNRWA professionals, mainly through day to day liaison on technical policy issues;

- 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

**Degree in social sciences, political science, public or business administration, law, communications, economics or related fields**

**Required experience** 24 months

### Experience Remark

**Experience in relevant or related organizations and a track record in managing and implementing specialized programmes and work streams. Work experience in an international organization and/or with youth-related initiatives or programmes will be an advantage**

**Language**

- English (Mandatory) , Level - Fluent
- AND - Arabic (Optional) , Level - Working Knowledge

**Area of Expertise**

- Development programme management Mandatory
- Other communications related experience Mandatory
- Youth and sports Optional

**Area of Expertise Requirement**

Writing skills
Research skills
Communication design skills

**Experience in undertaking research, and producing data analytics and infographics design is required. Strong presentation and communication design skills (e.g. Microsoft PowerPoint ThinkCell); Strong knowledge of data management techniques**

**Need Driving Licence** No

**Competencies & Values**

- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Integrity
- Knowledge Sharing
- Leadership
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- 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:**

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F. +49 (0) 228-815 2001

W. [www.unv.org](http://www.unv.org)

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

Note on novel coronavirus – COVID-19.

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\$ 1,651. 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

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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 Entities](#))

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**

JORR000462-7629

#### **Application procedure**

##### **Prerequisites**

This assignment is funded by JICA, therefore only former Japan Overseas Cooperation Volunteers (JICA-JOCV) who could get recommendation by JICA-JOCV Secretariat are eligible to apply. Please check your application eligibility here:

[https://www.jica.go.jp/volunteer/obog/career\\_support/unv/index.html](https://www.jica.go.jp/volunteer/obog/career_support/unv/index.html)

This is a UN Volunteer assignment and eligible candidates must be 25 years of age or older.

##### **Selection process**

Only shortlisted candidates will be contacted. The selection will be done by the UN Host Entity at the level of the country of assignment, via

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competency-based interviews held via skype or telephone.

### How to apply

Please apply via the link below. You can then either log in if you already have an account or register via '[Candidate Signup](#)'.

You may apply to a maximum of three assignments per advertisement and indicate your order of preference in the 'Additional Remarks' section of your profile.

**Application deadline:** 20 September 2020

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/Sk9SUjAwMDQ2Mg==>

### 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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