

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MWIR000097--Disaster Risk Management 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	Malawi
Host Institute	United Nations Development Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	24 months
Expected Starting Date	01-01-2021
Duty Station	Lilongwe [MWI]
Assignment Place	Family Duty Station
Assignment Place Remark	

### Living Conditions

Lilongwe is a pleasant environment, requiring situational awareness of security risks. Within the southern Africa region, Lilongwe is a safe, clean and livable city, with generally reliable public services (with cases of electricity load shedding), diverse and numerous restaurants, and a range of outdoor recreational opportunities. Lilongwe is one of the greenest capital cities in Africa, with low levels of pollution. Access to a variety of consumer goods is general favorable. As the capital, Lilongwe hosts a large and diverse international community.

The climate in Malawi is largely categorized as tropical with three distinct seasons: the cold-dry season between May and September, the hot-dry season in October / November, and the warm-wet season between December and April. Temperatures average between 14 and 32 degrees Celsius but can drop to as low as 5 degrees Celsius during the cold season.

## Assignment Details

Assignment Title	Disaster Risk Management Officer
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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).

## Organizational Context & Project Description

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

The devastating Cyclone Idai that hit South-eastern Africa in 2019 affected 15 out of 28 districts in Malawi, and two urban councils with over 860,000 people affected, 60 people killed, 672 injured and over 87,000 displaced. In the social sector, the housing sub sector experienced the greatest damage, with 288,371 houses being partially or destroyed. The series of weather-related crises has undermined the efforts of recovery and the affected districts have suffered from cumulative impacts of connected crises, which has necessitated the need for additional support to build back better. In response to the urgent need for resilient recovery in Malawi, United Nations Development Programme (UNDP) and its development partners are supporting the implementation of community-led recovery initiatives such as flood control, climate-resilient housing, rehabilitation of damaged infrastructure, and strengthening of early warning systems. UNDP's recovery programmes are implemented across flood-affected districts, with a focus on Balaka, Chikwawa, Zomba, Phalombe, and Mangochi. To support implementation of recovery programmes, the services of a UNV Officer are being sought to accelerate delivery.

For day-to-day operations, the UNV officer will report to the UNDP Portfolio Manager, Resilience and Inclusive Growth, and engage a wide range of partners such as: the Department of Disaster Management Affairs, Ministry of Local Government and Rural Development, sector ministries (e.g., agriculture, irrigation, forestry, water resources), and select district administrations.

## Sustainable Development Goals

### 11. Sustainable Cities and Communities

## Task description

Under the direct supervision of UNDP Portfolio Manager for Resilience and Sustainable Growth, the UN Volunteer will support implementation of the "Japan-Malawi-UNDP partnership for Inclusive Disaster Recovery" and will undertake the following tasks:

### **Advance an action-oriented agenda to strengthen Malawi's disaster risk reduction and management interventions:**

Assists in identifying and communicating relevant information for a variety of audiences to advance disaster risk management, with specific focus on district-level planning and implementation of disaster risk management (DRM) activities;

Delivers technical assistance to UNDP's disaster risk reduction interventions, notably flood mitigation works, relocation of vulnerable households to upland areas, rehabilitation of damaged community infrastructure (e.g., irrigation schemes, market buildings);

Facilitate dissemination and adoption of social marketing tools developed by UNDP in educational settings.

Contributes to disaster early recovery, recovery, and resilience interventions as required.

### **Results-Based Programme Development and Management:**

Contributes to the assessment of programme and project performance to identify success factors and incorporate best practices;

Assists in researching the linkages across programme activities to identify critical points for integrating disaster risk reduction and resilience across UNDP's portfolios;

Assists in monitoring specific stages of projects/programme implementation, with a focus on DRM information management systems, rehabilitation of damaged community infrastructure, weather-resilient housing, and flood evacuation centres;

Assists in analyzing the country situation to identify opportunities for project development;

Participates in the formulation of project proposals and ensures substantive rigor in the design and application of proven successful approaches to DRM.

### **Building Strategic Partnerships:**

Assists in maintaining an established network of contacts for general information sharing and to remain up-to-date on

partnership related issues in DRM and related areas;

Establishes and nurtures positive communication with government, NGO, private sector, academic and other partners on DRM issues.

#### **Organizational Learning and Knowledge Sharing with UNDP Partners:**

Contributes to the generation of new ideas and approaches, researches best practices and proposes new, more effective ways of improving the uptake of approaches to address exposure to hazards, shocks and stresses of vulnerable households and communities;

Documents and analyses innovative strategies and new approaches to DRM, with a focus on Africa;

Facilitates UNDP advocacy and programming to accelerate adoption of innovations, new technologies, and designs to climate-resilient infrastructure in low-income settings;

Prepares position papers, advocacy briefs, and information circulars on DRM and resilience building in Malawi, including showcasing of successful results, options for national responses, and approaches to integrate climate change adaptation into national development plans and district-level development planning processes;

Facilitates research on multi-dimensional hazard assessments in partnership with Malawi's Ministry for Disaster Management Affairs and Public Events, selected districts, and local academic institutions;

Facilitates Government of Malawi reporting under the Sendai Framework for Disaster Risk Reduction;

Supports partnerships between UNDP, UN partners, Malawi Red Cross, Habitat for Humanity Malawi, and other government and NGO partners on climate-induced disaster risk in urban and rural areas, including strengthening of the capacity of city administrators to improve systems to model, prevent, prepare, and respond to disasters.

Identifies and communicates opportunities to promote learning and knowledge sharing.

#### **Promoting Accountability and Results-Based Management:**

Gathers, analyses and disseminates information on best practice in accountability and results-based management in disaster risk reduction.

Advances the integration of disaggregated data (e.g., age, gender and diversity perspectives) in programme/project design and implementation, highlighting tailored interventions that deliver impact and value-for-money;

Supports DRM interns at district level that have been mobilized by UNDP and DODMA to ensure that learning, performance targets, and outputs are delivered on time and to high standard.

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**

Timely and high-quality national reporting on the Sendai Framework for Disaster Risk Reduction;

Technical assistance related to the construction of over 300 climate- and weather-resilient houses for vulnerable communities; flood mitigation works; rehabilitation of damaged infrastructure; functional disaster management information systems; public communications;

Technical inputs into post-disaster needs assessments, as required, including information collection, coordination, and analysis;

Regular communication, advocacy, and policy briefs on DRM topics of priority to UNDP and its partners;

Mentoring and on-the-job training for DRM interns based in districts;

Development of programme and project proposals;

Preparation of success stories, briefing notes, progress reports, and other written materials as required.

- 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 disaster management, engineering, climate change, urban planning, environmental management, geography, or related field

**Required experience** 24 months

### Experience Remark

**Preferable:** Knowledge and experience in disaster risk management, e.g., information management; response, recovery and resilience operations; climate-smart infrastructure; safe construction; disaster communications.

**Mandatory:** Knowledge of international disaster risk policy frameworks and networks.

**Mandatory:** Experience in delivery of technical assistance, preferably in developing countries

### Language

- English (Mandatory) , Level - Fluent

### Area of Expertise

- Development programme management Mandatory
- Disaster risk reduction Mandatory

### Area of Expertise Requirement

Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position;

Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks;

Analyses the requirements and synthesizes proposals;

Strives to keep job knowledge up-to-date through self-directed study and other means of learning;

Demonstrates good knowledge of information technology and applies it in work assignments.

Demonstrated interest and/or experience (up to 2 years) in providing management and substantive advisory services, hands-on experience in design, monitoring and evaluation of development projects in the fields of disaster management and risk reduction.

Motivated to contribute towards household and community resilience and to serve others;

Good interpersonal, networking and communication skills;

Willingness to contribute and work as part of a team;

Flexible and open to learning and new experiences;

Respect for diversity and adaptability to other cultures, environments and living conditions;

Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;

Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).

Need Driving Licence

Yes

#### Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- 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.

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

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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 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**

MWIR000097-7635

**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 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/TVdJUjAwMDA5Nw==>

**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.*