

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

IRNR000011--Associate Programme Officer (Livelihoods)

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	Iran
Host Institute	UN High Commissioner for Refugees
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	24 months
Expected Starting Date	01-10-2021
Duty Station	Teheran [IRN]
Assignment Place	Family Duty Station

Assignment Place Remark

Living Conditions

Given the religious and cultural particularities of Iran, it is important that the incumbent has an excellent record of interpersonal and diplomatic skills, cultural sensitivity and political awareness. With these features, working and living in Iran is an enriching experience.

International credit or debit cards are not accepted. Yearly inflation is high. The impact of the US withdrawal from the nuclear deal in May 2018 and imposed sanctions on Iran have escalated the tensions in the region. Weather in Tehran ranges from dry and very hot during the summer to semi-cold and snowy during the winter. There is heavy car traffic in Tehran, which results into air pollution.

The northern parts of Tehran are, however, much less affected and indeed very comfortable areas to live. There are international schools available in the country. Certain working and living conditions may be perceived as relatively challenging, such as a requirement for women to cover their heads and wear long sleeves, and midlength length tops when in public places but not when in the office, also men must not wear shorts in public. In general, however, Iran remains a country where one

can live and work very comfortably, with a wide range of regular and luxury goods available in the shops and shopping malls and a variety of (sports and cultural) activities one can pursue after office hours.

The security situation is stable, local authorities play a significant role in securing the office premises and staff, but the security situation could deteriorate if regional tensions intensify. However, current scenarios are not likely to have an immediate negative impact on internationals. The attitude of the Iranian population remains welcoming. The UN/UNHCR have developed Emergency Contingency, Business Continuity and Covid-19 response Plans.

Assignment Details

Assignment Title Associate Programme Officer (Livelihoods)

Organizational Context & Project Description

UNHCR Iran operation is one of the largest and most protracted refugee situations worldwide. According to latest data from the Government of the Islamic Republic of Iran (October 2020), some 800,000 refugees reside in Iran, majority of them from Afghanistan. Of these 96% live in urban areas side by side with the host community, while 4% live in 20 settlements. Approximately 275,000 Afghans who hold passports with Iranian visas and 2 million undocumented Afghans also live in Iran. UNHCR's strategic and operational priorities in Iran for 2020-21 remain firmly anchored in, the Solutions Strategy for Afghan Refugees (SSAR) – a quadripartite multi-year regional strategy between Afghanistan, Pakistan, Iran and UNHCR. Launched in 2012 and extended until 2021, the SSAR provides a framework for cooperation between humanitarian and development actors to address the needs of Afghan refugees and the communities that host them. It is also the guiding regional policy framework for protecting and enabling solutions for Afghan refugees. UNHCR implements its operational response in Iran UNHCR Iran co-contributes resources for the implementation of its annual programme in the country complementing the progressive policies of the Government of Iran, which provide access to refugees and undocumented to health, education, livelihoods and protection services. The office partnered with six governmental and eight national partners in 2020 for the delivery of its programme. The Bureau for Aliens and Foreign Immigrants' Affairs (BAFIA), UNHCR's main government counterpart, coordinates refugee affairs including protection and Amayesh registration and the refugee response. In addition, close collaboration with the UN country team and international NGOs working with refugees and undocumented Afghans is in place, to coordinate and complement respective country strategies.

UNHCR is globally striving to achieve the objectives of the Global Compact on Refugees by working more closely with governments, donors, operational agencies, implementing partners, and people of concern. UNHCR Iran is investing this year in enhanced and updated analytical positioning through joint assessments, active consultations with a wide range of stakeholders and partners and the formulation of policy papers on various protection issues linked with refugees and undocumented situation that shall also inform Iran operation's multi-year planning

The incumbent of the post will work for the Programme Unit of UNHCR Tehran office and will mainly provide support towards livelihood and policy and strategic issues.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

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

Coordinate Livelihood market assessment, employment prospects in Iran for refugees/undocumented;

Formulate advocacy strategy on Livelihood based on current information and by closely engaging with other UN/INGOs;

Systematize internal referrals and linkages of vulnerable households with livelihood project (working with members with existing skills);

Assist in mapping the national social safety net for vulnerable to explore synergies, and in the assessment and analysis of the needs of PoCs as basis for planning.

Contribute toward the periodic Socio-Economic Survey and joint UNHCR-WFP Post Distribution Monitoring exercise.

Develop quality strategic documents on key focus areas of the livelihood intervention in a consultative manner.

Assist the supervisor in the preparation of various reports, background material, talking points, fact sheets and briefing notes that represent UNHCR's overall policies and which highlight specific areas of concern; propose and draft correspondence for the supervisor.

Ensure coordination and compilation of inputs to key planning and reporting documents.

Assist in the organisation of relevant events and initiatives.

Provide technical advice to national staff to support the implementation of livelihood projects.

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

Preparation of periodic updates and various documents including the internal reports, briefing notes, and activity-specific reports as required;

Development of strategic documents aligning the Livelihood programme to the Livelihood strategy in line with the recent national and regional developments;

Formulation of various strategic documents including advocacy strategy on Livelihood in view of Government policy and UNHCR mandate;

- 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 Social Science or a similar field, with some 3-5 years of relevant humanitarian and/ or development experience

Required experience 36 months

Experience Remark

3-5 years

Knowledge in development and humanitarian field and policy, research, programming around gainful employment/ livelihood, government social welfare and safety net programmes.

Language

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

Area of Expertise

- Development programme management Mandatory

Area of Expertise Requirement

Excellent drafting, evaluation and analytical thinking skills- mandatory

Experience with income-generation and livelihood projects - desirable

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Experience in monitoring, evaluation and designing assessment and studies -desirable

Additional Requirements for Area of Expertise:

Planning and strategic analysis skills and to comprehend and design pragmatic approaches within a fluid and complex country context.

Ability to quickly discern opportunities and gaps through consultative discussions with stakeholders, primary and secondary research.

Strong English communication skills (spoken and written)

Familiarity with humanitarian, development field and possessing operational perspective

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Knowledge Sharing
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- 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

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

IRNR000011-9517

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: [JICA website](#).

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'

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section of your profile.

Application deadline: 20 June 2021

doa.apply_url

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

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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