

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

THAR000426--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	Thailand
Host Institute	United Nations Development Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	24 months
Expected Starting Date	01-10-2021
Duty Station	Bangkok [THA]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

Bangkok is the capital city of Thailand with roughly 14 million people in a 600 square mile area. It is a well-known tourist destination with a large and diverse multi-national population. Living and working in Bangkok is affordable with excellent housing options, health-care facilities, international schools, groceries, restaurants and shopping. Transport within Bangkok and in the country is relatively cheap by road, rail and low-cost airlines. Bangkok is also very well connected internationally and is a travel hub in the region. Climate is mostly warm and humid most of the year round. While Bangkok is a big city, it is relatively safe from crime.

Assignment Details

Assignment Title	Disaster Risk Management Officer
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Organizational Context & Project Description

UNDP Regional Bureau for Asia and the Pacific (RBAP), with 24 Country Offices covering work in 36 countries and decades of experience in the region, is a trusted adviser and a 'development partner' of choice for governments across the region in supporting the localization and achievement of the Sustainable Development Goals (SDGs). UNDP helps partners in identifying relevant solutions to today's complex, trans-boundary development challenges. UNDP supports them to design and implement large scale development initiatives that deliver lasting social, economic and environmental improvements in countries across the region. For every project, UNDP provides its partners with a team of experts who link local challenges to national, regional and global knowledge and resources.

Guided by UNDP's 2018-2021 Strategic Plan, advisory and implementation work focuses on the following areas: Sustainable Development; Democratic Governance and Peacebuilding and Climate and Disaster Resilience. In addition to these areas of focus which reflect regional developmental priorities, UNDP emphasizes gender, climate change, social protection and inclusive growth, in all aspects of its work. Recognizing the complexity of development challenges, increasing advances in technology in the region, as well as the call for a data revolution, UNDP has been investing in innovation, using approaches such as design thinking and foresight tools such as games, mobile applications, and big data to challenge business as usual and develop the next generation of development solutions.

Under Climate and Disaster Resilience, the Disaster Risk Reduction and Building Recovery Team (DRT) works on crisis response, recovery and risk reduction. Since June 2017, the DRT has been implementing a Government of Japan funded project on Strengthening School Tsunami Preparedness in Asia and the Pacific. The project has been implemented in 23 countries over two phases and has significantly strengthened awareness and preparedness of tsunami prone schools and communities to recognize, respond and prepare for a tsunami risk. The project has been implemented by UNDP Country Offices with technical advisory support from the International Tsunami Information Centre (ITIC), IOC UNESCO and Tohoku University among others. The project has produced blogs, articles, stories and videos demonstrating impact on the ground and raising visibility of tsunami awareness particularly around international days such as the World Tsunami Awareness Day, the International Day for Disaster Reduction and the Great East Japan Earthquake and Tsunami anniversary. In 2018-19, a Japanese UNV supported the project's data collection efforts (reason for leaving was successful in moving to a JPO position) and in 2018-20, a Japanese JPO supported the project implementation and coordination. The UNV is expected to carry out similar functions in the implementation of the third phase of the project in 15 countries, many of which have been implementing the project since 2017. Information on the second phase of the project is on the website [here](#) and on the first phase is on the microsite [here](#). In 2020, the DRT secured funding from the Government of Japan for another project which the UNV will also supported as mentioned above.

Sustainable Development Goals

11. Sustainable Cities and Communities

Task description

Under the direct supervision of the Regional Programme Specialist for Disaster Risk Management, the UN Volunteer will support the implementation of the 'Government of Japan funded School Tsunami Preparedness Project' (hereby referred to as the project) and undertake the following tasks:

Provide day-to day management of the project to ensure timely implementation of activities:

- Regularly coordinate with the 15 UNDP Country Office focal points on activities;
- Draft monthly updates on project progress and share with CO focal points and regional team;
- Organise regular calls with CO focal points on work plan challenges and flag any issues of concern to the direct supervisor;
- Maintain and update MSTEams folder with all data and materials related to the project;
- Organise lessons learned and experience sharing virtual meetings as required;
- Undertake where possible field visits to project site especially around drill events;
- Collect success stories and draft articles and blogs with the help of the Communications specialist for the website and social media channels;
- Draft communications articles in Japanese for Tokyo RO website, social media and other channels to raise visibility of Japan funded projects to Japanese audience;
- Draft talking points and project briefs for senior management as required;
- With support from the DRT programme support officer, keep track of project budget and expenditure;
- Draft project progress and financial reports.

Act as the Disaster Risk Reduction Team's focal point for UNDP Tokyo RO, Japan unit and other relevant Japan-based partners and stakeholders to expand partnerships, raise visibility and enhance donor engagement.

Provide support to the Disaster Risk Reduction Team in the implementation of the Government of Japan's Digital Transformation project and coordinate with international and national consultants in supporting Country Offices, including with communication materials.

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 implementation and completion of project supported including any delays beyond control (eg. due to COVID-19 restrictions/ measures, political crises or natural hazards) communicated to donor agency well in time for consideration of project extension if required;
 Up-to-date knowledge management system established with all data and materials related to the project categorised for easy access by all;
 Excellent communications established with Japan unit, Tokyo RO and Japanese stakeholders throughout assignment;
 Excellent external visibility established with high quality communications products;
 • 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, Climate Change, Geography, International Development/ Relations, Economics, Business Administration or other relevant fields

Required experience 24 months

Experience Remark

Preferable: Knowledge and experience in disaster risk management
 eg. Early warning, preparedness and awareness, information management, disaster communications etc.
 Mandatory: Knowledge of disaster risk frameworks
 Mandatory: Experience of technical assistance/ project coordination, preferably in developing countries

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Development programme management Mandatory
- Disaster risk reduction Mandatory

Area of Expertise Requirement

Expertise	Mandatory yes/no
Project/ programme management	Yes
Disaster Risk Management	Yes

Additional Requirements for Area of Expertise:

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;
Strives to keep job knowledge up-to-date through self-directed study and other means of learning;
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;
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 No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- 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:

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

THAR000426-9518

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' section of your profile.

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Application deadline: 20 June 2021

doa.apply_url

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

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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