



UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Preamble:

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, UNV 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.

1. **UNV Assignment Title:** Crisis Prevention and Recovery Programme Officer
2. **Type of assignment:** Fully Funded
3. **Project/Unit Title:** Crisis Prevention and Recovery Unit
4. **Duration:** 12 months
5. **Location, Country:** Dili, Timor-Leste
6. **Expected starting date:** Immediately

7. Brief Project/Unit Description: As part of its broader mission to enable sustainable social and economic development, UNDP operates in “special development situations” where disasters and violent conflicts have undermined the human, social, physical and institutional capital that underpins development. UNDP endeavours to fulfil this mandate by supporting national and regional efforts to prevent and reduce the impact of natural disasters, prevent violence, assist in recovery from sudden crisis and bridge the gap between humanitarian response and development work. In Timor-Leste, the crises of 2006/2007 resulted in a massive displacement of people, and losses in human lives, property and infrastructure, reversing the hard-earned social and economic gains achieved since independence. It is estimated that in the aftermath of the 2006 crisis at least 150,000 people were displaced, and an estimated 3,200 houses and buildings damaged or destroyed in Dili alone. The armed attacks on the President and the Prime Minister in February 2008 further underscored the fragility of state institutions.

Restoring lasting peace and stability; smooth return, rehabilitation and reintegration of IDPs; and strengthening institutions of governance and security sector development, have been designated as top national priorities. Human security is further endangered by the nature of the country as small developing island-state prone to a number of meteorological and climate hazards. UNDP proved quick in responding to the events of 2006/2007, launching projects aimed to prevent the recurrence of crisis and to meet immediate early recovery needs within the framework of various Flash Appeals. Short-term employment opportunities were created for over 83,000 vulnerable people in all thirteen districts, and effective networks for the dissemination of information to Internally-Displaced Persons (IDPs) were established. UNDP also provided necessary technical assistance and policy advice to the Government as well as support for undertaking an urgent damage assessment and developing a detailed plan for early recovery.

The Crisis Prevention and Recovery (CPR) strategic approach is anchored in the United Nations Development Assistance Framework, UNDAF 2009-2013, under the overarching goal of Consolidating Peace and Stability and the overall mandate of the Security Council. In the Country Programme Action Plan 2009-2013, CPR outcomes addressed are 1) strengthening basic foundations for post-crisis security, conflict analysis and resolution, and social cohesion; and 2) building national capacity for restoring the foundations



for development following conflict or disaster, ensuring active female participation and access to decision making. Accordingly, CPR programmes have been developed along three main areas of interventions: Social Reintegration and Solidarity; Security Sector Development; and Disaster Risk Management.

8. Host Agency/Host Institute: United Nations Development Programme (UNDP)

9. Organizational Context: Crisis Prevention and Recovery Unit is one of the four programme units in UNDP Timor-Leste. Under the overall direction of the UNDP Country Director, the Assistant Resident Representative / Head of Crisis Prevention & Recovery Unit manages the Unit and its staff. The UN Volunteer will work closely with other responsible programme officers as well as other relevant stakeholders.

10. Type of assignment place: Family duty station

11. Description of Duties: Under the direct supervision of the Assistant Resident Representative/ Head of Crisis Prevention and Recovery Unit, the UN Volunteer will undertake the tasks listed below. Meetings are required with the supervisor as needed. Feedback sessions will be held bi-weekly to review the performance of the UN Volunteer against established work plan formulated at the beginning of his/her assignment.

- Organise and participate in the formulation of projects/programmes in the area of Crisis Prevention and Recovery.
- Familiarize with UN policies and standards on peace-building, security sector review and disaster risk management planning and programming.
- Select, organise and summarise background information to describe the overall context and background relevant to projects in Timor-Leste.
- Identify new projects/programme ideas through consultation with the Government, other donors, UN agencies and NGOs.
- Monitor specific aspects of project implementation. Identify problems and propose actions or solutions. Draft comments on designated aspects of project progress.
- Participate in office meetings and in recovery related meetings with national and international organisations.
- Actively participate in and contribute to UN system coordination and programming e.g. through joint programming initiatives, thematic groups, participation in events organized by other UN agencies etc.
- Undertake Sectoral and/or programme analysis work as required. This could include the preparation of briefing notes/concept papers and the recording of all substantive matters in notes to the file.
- Assist in reporting and providing inputs to the UNDP HQ, Regional Centres, Country Office, UNMIT and to other organisations.
- Support in the effective overall management of the Unit.
- Implement office guidelines and agreements to mainstream gender considerations (focus on UNDP/BCPR 8 point-agenda) and promote the advancement of women within Projects/Programmes and other UNDP-supported activities.
- Mainstream volunteerism for enhancing social cohesion, mediating and preventing conflicts at the local levels, and empowering youth and women.
- Compile information and document voluntary initiatives undertaken in communities for crisis prevention and mediation such as the potential role of women, youth and informal leaders in peace-building in Timor-Leste.
- Familiarize with UN security and safety system and procedures in undertaking relevant tasks and responsibilities.
- Support the CPR Unit in any other tasks assigned by the supervisor.

Furthermore, UN Volunteers are encouraged 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; network and build relationships with local organizations, groups or individuals, and support and/or participate in local volunteering initiatives; reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;



- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.; initiate and/or participate in local volunteer groups, including assisting them in submitting stories and experiences to the World Volunteer Web site;
- Promote or advise local groups on the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible;
- Encourage, mobilize and support co-workers, fellow UN Volunteers and members of the local community to play an active part in peace and development activities on a voluntary basis;
- Discuss with supervisors how volunteerism for peace and development can be mainstreamed in the assignment and integrate activities promoting volunteerism for peace and development into work plans;
- Assist with the UNV “buddy programme” for newly arriving UN Volunteers.

12. Results/Expected Outputs:

- Gaining a practical understanding of post-conflict recovery based on practical first hand knowledge acquired through work with UNDP Timor-Leste;
- Gaining practical experience in working in a multilateral development organization;
- Gaining a better understanding of the complexity of post-conflict development;
- Making valuable contributions to the daily recovery work of UNDP Timor-Leste; and
- A final statement of achievements towards volunteerism for development during your assignment such as specific quantification of mobilized volunteers, activities, capacities.

13. Profile requirements:

a) Qualifications, skills, experience:

- Post graduate degree in social sciences, political science, law or socio-economic development;
- Fluency in English (written & spoken);
- Oral and/or written abilities in Tetum, Bahasa or Portuguese would be an asset;
- Previous experience in a post-conflict country is an asset;
- Sound computer skills (MS office applications – MS-Word, Excel, PowerPoint);
- Social skills, team spirit and the ability to work in a multi-cultural team;
- A great deal of initiative, flexibility, motivation and willingness to learn;
- Ability to identify and analyze problems with project implementation; and
- Ability to work on his/her own initiative as well as a member of a team and ability to deal with people with diplomacy.

b) Competencies and values:

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations;
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment;
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors



coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups;

- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

14. Living Conditions: The island of Timor-Leste is part of the Australian continental shelf. Timor-Leste is half of a tropical island characterized by a rugged mountain chain running east-west that divides the country into a generally hotter north coast and a milder south coast. The capital city Dili is located in the north.

Climate: Along the coast is relatively hot year-round with an annual average temperature of 30°C. There are two distinct seasons. The north-east monsoon season, which runs from November to March, constitutes the rainy season throughout the country. The south-east monsoon season, which runs from March to October, constitutes the dry season with some rain on the southern coast but otherwise dry and windy conditions in the rest of the country. The climate inland with its high mountains can be very cold with an annual average temperature of 15°C.

Health: UNMIT has a medical clinic that is accessible for all UN staff members. The clinic has doctors, nurses, a dentist and full laboratory services. There are also national hospitals in Dili and the district capitals. Patients are usually referred to Darwin, Australia for major surgeries or test.

Diet, Food and Water: Staple foods can be found in the markets such as rice, meat, vegetables, cooking oil, salt and sugar. There are many local markets around Dili as well as four supermarkets that are stocked with imported goods from Australia, Indonesia, Singapore and China. Dili has a large number of restaurants, cafes and bars. There is a variety ranging from Australian, Portuguese, Brazilian, Thai, and Vietnamese, Chinese, Japanese, and Indonesian food. You can also find several local eating places that are much cheaper. The price range for a meal can range from \$3 to \$20+.

Telecommunication: The only telecommunications provider available in the country is Timor Telecom, which it can be used in Dili and in the regions. A SIM card cost \$3 and prepaid cards range from \$1 to \$50.

Hotels: Upon arrival, UNV Country Office will help arrange your accommodation at your expense. Most of the hotels in Dili are aimed at international staff and offer a good level of comfort with air-conditioned rooms and en-suite bathrooms.

Accommodation: Expect that your accommodation will range from the very basic to adequate, although some private houses in Dili have been renovated to a reasonable or even considered 'luxurious' level of comfort. The rate of reconstruction and renovation in the districts has been much slower than in Dili.

15. Conditions of Service

The monthly international volunteer living allowance for the single UNVs is US\$ 2,301, for the UN Volunteers with one dependent is US\$ 2,551 and for the UN Volunteers with more than one dependent is US\$ 2,751 per month. The UN Volunteer is entitled to full DSA when required to work outside the duty station. A Settling-in Grant is provided and based upon the duration of the contract and a resettlement allowance of US \$150 per month will be paid on successful completion of the assignment. Full medical and life insurance is provided.

Description of Assignment prepared by the Project Manager/UN Entity: Mikiko, Country Director

Date: 23/01/2012

Description of Assignment approved by UNV Country Office Team/Support Office:
Katerina Manova, Programme officer UNV FU

Date: 20/06/2012



UN
Volunteers

inspiration in action