



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, 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.

1. **UNV Assignment Title:** **Community Services Officer**
2. **Type of Assignment:** **International UN Volunteer**
3. **Project Title:** **Assistance to refugees in Lebanon**
4. **Duration:** **1 year**
5. **Location, Country:** **Zahle, Lebanon**
6. **Expected Starting Date:** **As soon as possible**

7. Brief Project Description:

The UNHCR project in Lebanon addresses the durable solutions of Iraqi refugees in Lebanon, and the protection and assistance to Syrian refugees displaced to Lebanon by current events in Syria. The assistance of Syrian refugees covers the protection, nutrition, shelter, education needs. This is implemented in cooperation with numerous partners specified in the operational context.

8. Host Agency/Host Institute: **UNHCR Lebanon**

9. Organizational Context:

UNHCR cooperates with the governmental High Relief Commission of Lebanon, and a wide scope of NGOs and UN agencies in Lebanon. During its assignment, the UN Volunteer will be dealing with the HRC as governmental entity, the Danish Refugee Council in the area of distribution of material assistance, Community centers, livelihood, IMC in the area of healthcare, Save the Children in the area of remedial classes, education grants, child protection, the Norwegian Refugee Council in the area of shelter, UNICEF in the area of education, the local social services, medical and educational institutions, and the International NGOs with which UNHCR will conclude sub-agreements for implementation of the assistance to refugees in Lebanon.

The UNHCR Representation in Lebanon has a main office in Beirut, with satellite offices being newly established in the North of Lebanon (Tripoli and Qobayat), and in Zahle in the Bekaa valley.

The UNHCR Representation in Lebanon consists of Protection Unit, Community Services Unit, Administration, Regional Data Analysis Group, Regional Resettlement, Programme, External Affairs. The Community Services Unit under which functionality the UN Volunteer will work, provide guidance and support to the field offices in defining population needs and appropriate interventions, helps teams develop effective monitoring and case referral mechanisms and maintains functional oversight of community mobilization, health and education efforts in the field and assists with the establishment and maintenance of CS related working groups in the field and follow-up. In addition it chairs the Beirut based health, education, and community mobilization inter-agency working group.

United Nations Volunteers

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UN Volunteers is administered by the United Nations Development Programme (UNDP)



10. Type of Assignment Place: assignment with family

11. Description of tasks:

Under the direct supervision of the Head of UNHCR Office in Zahle, the UN Volunteer will undertake the following tasks:

- Mapping local resources, existing services, community capacities in the areas in Lebanon where the refugees are accommodated.
- Coordinating and conducting needs assessments with the refugee communities in Lebanon.
- Identifying persons with specific needs and referral mechanisms (and directly counsel such cases).
- Supporting NGOs to use community development approach in assistance delivery as much as possible (including international NGOs and their locally contracted partners).
- Setting up and enhancing community outreach (partners, refugees).
- Promoting self-reliance and access to livelihoods.
- Coordinating actions with all actors in these areas.

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 IVD);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- 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.;
- 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.

12. Results/Expected Output:

- Through coordination with partners should ensure that for education:
 - Children are enrolled and retained in schools, especially girls
 - Children who are out of school are identified and referred for remedial, school, etc.
 - That the community is involved from the onset (meetings with parents, children, refugee teachers mobilized)
 - That there are targeted programmes for adolescents
 - Refugees are aware of the above and know how to access it
- Through coordination with partners should ensure that for health:
 - There is a clear referral system in place
 - Refugees know where to go for health care
 - Women and children health care takes priority
 - Health education sessions take place and are based on population profiles
- For Core Relief Items (CRI), the UN Volunteer will advise programme managers and the team leader on CRI distribution mechanisms, criteria, ensure that women are part of the distribution



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Volunteers

inspiration in action

when applicable, ensure that CRI items meet the needs of women and children and other groups at risk and monitor that it actually reaches those at most risk.

- For shelter, the UN Volunteer will ensure that the refugee and local community is involved in the planning and - to the extent possible - implementation.
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

By the end of its assignment the UN Volunteer would have actively contributed to life saving activities and durable solutions in creating conditions for dignified conditions of the life to the persons displaced by the Syrian conflict, addressing the age and gender specific needs, and contributing the protection of the persons of concern.

13. Qualifications/Requirements:

- University Degree in International Law, Political Science, Social Science or related field.
- Fluency in English / Knowledge of French is an asset.

14. Living Conditions:

Zahle is the largest urban center located in the east of Lebanon, in the Bekaa valley which is in the area bordering with Syria. It is the largest town in the Bekaa valley, situated 1 hour drive from the capital of Lebanon, Beirut. It has banks, ATMs, commodity and clothing shops, supermarkets, grocery shops and restaurants. It is cold and snowy in winter and breezy in summer. UNHCR is establishing an office in the town that will have a staffing of 12 persons, 4 of them UNHCR International staff members. Renting of apartments is feasible. The road to Beirut is busy and in good condition.

15. Conditions of Service

For International UN Volunteers: A 12- month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to **US\$ 2,134** for single person, **US\$ 2,384** for person with one dependant, and **US\$ 2,584** for person with two or more recognized dependants; settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

Description of Assignment prepared by:

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Date: 12 April 2012

Description of Assignment approved by:

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Date: 12 April 2012

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