



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.

General

Assignment title:	Associate Programme Officer
UN Host Entity:	UNHCR
Country of assignment:	Bangladesh
Duty station:	Cox's Bazar
Volunteer category:	International UN Volunteer Specialist
Duration:	24 months
Expected starting date:	1 October 2024
Sustainable Development Goal:	3. Good Health and Well-being

Details

Organization mission and objectives

T. +49 (0) 228-815 2000
F. +49 (0) 228-815 2001

A. Platz der Vereinten Nationen 1, 53113 Bonn, Germany
W. www.unv.org

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The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the options to return home voluntarily, integrate locally or to resettle in a third country (www.unhcr.org).

Assignment context

Over six-year since the latest exodus from Myanmar in August 2017, the Rohingya crisis in Bangladesh is a protracted situation, with almost one million Rohingya refugees in Bangladesh still reliant on humanitarian assistance for their daily needs, sheltered in Cox's Bazar, in the world's largest refugee settlement, and on the island of Bhasan Char. While facing funding shortfalls, the humanitarian community continues to work toward achieving durable solutions for the Rohingya refugees which focuses on the voluntary and sustainable return in safety and with dignity when conditions in Myanmar are conducive, while developing the resilience of the refugees while they remain in exile.

The Programme Unit based in Cox's Bazar manages an envelope of USD 150 million annually, overseeing the development and amendment of 19 partnership agreements with values ranging from USD 500k to 15 million per agreement. Additionally, the Programme Unit oversees a Direct Implementation budget of USD 45 million, necessitating a meticulous setup and an adequate level of staffing. Moreover, the Unit takes the lead in the Multi-Functional Team (MFT) monitoring, participates in financial verification, prepares analytical reports, and consistently reviews resources to ensure the implementation of activities remains on track. Considering the overarching responsibility for managing Operations' resources of a sizeable amount, maintaining an appropriate level of international staff and oversight is crucial.

The Associate Programme Officer is a member of the Programme team in Cox's Bazar, and under the overall supervision of the Programme Officer who will monitor the performance of the incumbent and provide regular guidance. The incumbent may also receive guidance from Senior Programme Officer and other Senior staff in the Operations.

The annual budget for UNHCR Bangladesh is 275 million and activities are either implemented directly by UNHCR personnel or through partnership arrangements. Project Partners are selected through a transparent and competitive process and currently there are 19 national and international partners with whom UNHCR Bangladesh has partnership agreements. In addition, UNHCR has operational partnership with other UN agencies, national and international organizations.

Task description:

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

- Support in assessing and analysing the needs of persons of concern in a participatory manner, using an Age, Gender and Diversity (AGD) perspective as basis for planning.

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- Provide support on programmatic aspects of developing multi-year protection and solutions strategies and annual plans with corresponding priorities taking into account corporate priorities.
- Support Results Based Management and programme capacity in light of evolving requirements, programming approaches and gaps.
- Assist the planning process in compliance with planning parameters outlined in the Programme Manual and the planning instructions.
- Support the revision and analysis of plans, mid-year and year-end reports of UNHCR office(s) in the Area of Responsibility AoR), ensure quality assurance and compliance with established policies, guidelines, procedures and standards.
- Assist in the provision of overall direction to broaden partnerships with key stakeholders in order to maximize the protection and solutions response for persons of concern.
- Provide support to ensure a consistent application of the framework for implementing with partners, including the effective implementation of the policy on selection and retention of partners, management of partnership agreements, risk-based project performance monitoring, and risk-based project audits, among others.
- Contribute to ensure consistent and coherent monitoring approaches, tools and systems across the region, in line with global standards and policies.
- Actively contribute to UNHCRs programming of community of practice and continuously contribute to improvements of programming tools and processes.
- Oversee a timely and effective follow-up of internal and external audits observations and recommendations that relate to programmatic issues.
- Contribute to explore possibilities of further collaboration with JICA/the Government of Japan.
- Support the identification and management of risks and seek to seize opportunities impacting objectives in the area of responsibility. Ensure decision making in risk based in the functional area of work. Raise risks, issues and concerns to a supervisor or to relevant functional colleague(s).
- Perform other related duties as required.

Furthermore, UN Volunteer is required to:

- Strengthen his/her 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;
- 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.;

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- 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.

Requirements

Education: Bachelor's degree in Business Administration, Economics, Social Sciences, or other relevant field.

Minimum experience: Minimum of 3 years of relevant experience with Undergraduate degree

Desirable Qualifications and Skills:

Skills and experience description

- Programming skills and knowledge that are both flexible and pragmatic;
- Ability to multitask and deliver in an extremely demanding work environment with high level of pressure and emergencies within emergency;
- Ability and knowledge to work with a mix of partnerships I/NGOs and direct implementation independently;
- Ability to come up with innovative and creative solutions to operational challenges following programme guidelines; Have knowledge of formulating joint appeals and plans, bringing together concept notes and ability to provide sound technical advice to counterparts;
- Good analytical skills and the ability to produce analysis that facilitate decision making process;
- Experience in developing and maintaining monitoring, reporting and evaluation systems, including use of online reporting tools
- Spirit of consensus team-building and cultural sensitivity to work with a diverse and multi-cultural team including external partners;
- Development-oriented background is preferable so that effective collaboration with development actors such as JICA can be sought.
- General computer literacy (MS Word, email, internet) and good knowledge of the basic data-management programmes; Excel, Access, drafting and reporting skills, ability to analyse large amounts of information.

Language skills

English mandatory ☒ optional ☐
 basic ☐ fair ☐ working knowledge ☐ fluent ☒ mother tongue ☐

Competencies and Values:

☒ Accountability

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- ☒ 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

Driving license needed:

No

Living conditions

Cox's Bazar is a category D family duty station. Educational facilities are limited, and international schools from primary to secondary school are currently available in Dhaka only. Health services are limited in Cox's Bazar, but more reliable facilities are available in Dhaka. Malaria and dengue risks exist throughout the year. Vaccination against Japanese Encephalitis and diphtheria are recommended.

Cox's Bazar is a principal tourist destination within Bangladesh, due to its location at the Bay of Bengal and its long beach. Infrastructure and shopping options in Cox's Bazar - a small city of just 250,000 persons is very basic. International staff reside in privately rented apartments, or serviced apartments all of which provide basic standards.

The Rest and Recuperation (R&R) cycle in Cox's Bazar is 8 weeks. The current R&R location is Bangkok. Cox's Bazar is connected by several daily flights to Dhaka, albeit only during day-



light hours. Banks/ATM machines are available in Cox's Bazar and credit/debit cards are accepted. Foreign currency can be exchanged in banks and exchange houses. Staff who intend to be joined by family members, in particular young children, should contact HR for more information, as educational and medical facilities are not adequate.

The security level system in Cox's Bazar is level 3 moderate. Although security is generally acceptable, given the current situation in the area, no movement on highways at night is allowed. Walking and jogging in the streets as earmarked is permitted. Crowded local markets should be avoided. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.).