



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, UNV 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 UNV volunteers even more rewarding and productive.

1. UNV Assignment Title: UNV Field Programme Officer

UNV Strategic Framework: Outcome 1 - UN entities are more effective in delivering their results by integrating high quality and well-supported UN Volunteers and volunteerism in their programs; Outcome 1.2 - Volunteer engagement is strengthened in four priority areas: (a) basic social services; (b) community resilience for environment and disaster risk reduction; (c) peace building and peace keeping; (d) youth.

2. Type of Assignment: International UNV volunteer/

3. Project Title: *“Improving the Food Security, Nutritional Status and Livelihoods of Vulnerable Populations in Myanmar”*

4. Duration: 1 year (possible extension)

5. Location, Country: Myitkyina (Kachin State) Myanmar

6. Expected Starting Date: As soon as possible

7. Brief Project Description:

WFP operation in Kachin, supports the most vulnerable population, especially female headed households, the elderly, and children, primarily through relief food assistance to Internally Displaced Persons, in order to improve their household food security, and, food assistance to HIV and TB patients to provide vital nutritional support while they undergo treatment. In Kachin State some 100,000 people were displaced due to armed conflict that flared up in 2011. The state is currently controlled by and large by the government, but with areas of non-government control along the Chinese border areas, with approximately 42,000 IDPs in the former and 35,000 IDPs in the latter, being supported with WFP food assistance.

As the situation in Kachin stabilizes, opportunities may present themselves to include other aspects of WFP's activity portfolio, cash transfers to IDPs, food or cash support through asset creation projects, school feeding, and nutrition programming.

WFP's Protracted Relief and Recovery Operation (PRRO), Supporting Transition by Reducing Food Insecurity and Undernutrition among the Most Vulnerable (2013—2015), focuses on areas with highly poor, vulnerable and food insecure populations. The current PRRO, will be extended until the end of 2017. The Country Office has prepared a Country Strategy, which identifies the following key aspects of WFP's engagement in Myanmar: Emergency Preparedness and Response, Nutrition, and Safety Nets.

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8. Host Agency/Host Institute: World Food Programme (WFP)**9. Organizational Context:**

Under the direct supervision of the Head of Sub-Office Myitkyina and overall supervision of the Country Director and Deputy Country Director from the Country Office Yangon, the UNV Programme Officer will perform the specific duties and responsibilities stated under Description of tasks.

10. Type of Assignment Place: Family duty station**11. Description of tasks:**

- Contribute to plan and manage WFP field operations within the area of assignment to ensure effective and efficient delivery of food assistance and that daily operational issues are timely resolved to prevent losses or delays;
- Develop and sustain liaison with key professionals and NGOs engaged in the field of food security, contribute to efforts in building effective and collaborative relations with the local authorities
- Assess the need for food in emergency and refugee/displaced person situations, draw up plans for its timely arrival in coordination with government and other donors, and monitor the implementation of these plans;
- Assist the government in identifying fields of development where food aid can be usefully employed and give assistance in planning, formulating, and targeting recipients for new requests for WFP aid;
- Support and develop capacity in the sub-office, and within cooperating partners, in relation to cash transfer programming;
- Liaise with project implementing authorities and undertake visits to view project outputs and beneficiaries, inspect storage places and points where WFP commodities are received in the country, in order to ensure that progress is made in the achievement of project objectives;
- Advise cooperating partners on the handling, transport, storage and distribution of the commodities supplied by WFP;
- Prepare periodic reports on the progress of operational projects and related government plans, ensuring compliance with WFP's policies, criteria and procedures with respect to food aid;
- Assist the Head of Sub Office and in all matters related to the delivery of WFP assistance and bring to the attention of appropriate country staff any constraints arising from rapidly evolving emergency situations in the field;
- Conduct timely monitoring and evaluation of activities and prepare accurate and comprehensive reports on WFP's operations and performance with regular and timely submission for the Country Office review to inform efficient operational planning and decisions;
- Assist Head of Sub Office in preparation/update of the early warning, risk analysis and emergency preparedness in order to respond to humanitarian crises.
- Supervise other programme staff and provide training and technical guidance in their work;
- Ensure extensive and frequent presence at project areas, distribution sites and centres.
- Perform other related duties as required.

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 UNV 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.

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12. Results/Expected Output:

- Programme activities coordinated.
- Project sites visited.
- Coordination meetings attended.
- Monitoring reports prepared.
- 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.

13. Qualifications/Requirements:

- The candidate should have a University degree in International Development Studies, Social Sciences, Public Administration, Public Health or a related field.
- A minimum of 3 years job-related field experience is required.
- Prior volunteer experience is desirable.
- Prior programme management at field office level is most desirable
- Experience with cash based programmes, in emergency and development contexts desirable
- Good knowledge of Microsoft Office Package (Word, Excel) is necessary.

Skills and Competencies

- Strong team leadership skills including ability to establish effective working relations with persons of different national and cultural backgrounds; ability to establish priorities and to plan, coordinate and monitor own work plan and those relevant to the team members
- Resourcefulness, efficient in taking initiative, maturity of judgment, tact;
- Good analytical, organizing and planning skills;
- Good communication and negotiation skills;
- Ability to work independently;
- Knowledge of the region;
- Working knowledge of statistical packages is essential.
- Strong verbal and written communication in English.

14. Living conditions in Myitkyina (Kachin State) Myanmar:

Myitkyina is located in north of Myanmar on the banks of the Ayerwaddy River. Its standard time zone is UTC/GMT +6:30 hours, and has a tropical monsoon climate. The city features a lengthy rainy season from June through October where a substantial amount of rainfall is received, a hot/humid season from March through May where little rainfall is seen, and a relatively cool/dry season from November through February. During the course of the year, average temperatures show little variance, with average highs ranging from 30°C to 33°C and average lows ranging from 10°C to 15°C. Although there are some restrictions on travel within some areas of the country, particularly the remote and border areas, the situation in provincial cities and large towns, like Myitkyina, are relatively normal and foreigners are not normally the targets of criminal and/or other elements.

The living conditions in Myitkyina are fairly good though basic. Myitkyina is the capital of the State and has electricity over 90% of the time. Accommodations can found with all required amenities (hot water, almost 24 hours electricity, internet, etc...). There are not many social or recreational opportunities outside of work and travel outside of the city comes under some restrictions for international staff. The security situation in Myitkyina is safe but in the border region and locations where the Government and resistance groups have demarcated boundaries safety is more fragile. Though there is a hospital and clinics in Myitkyina, medical facilities are limited in capacity and treatment on western standards have to be sought in Yangon or internationally. There are direct daily flights to Mandalay and Yangon.



15. Conditions of Service ([UNV Conditions of Service](#))

The duration of your assignment is 12 months. A 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. The VLA is intended to cover housing, basic needs and utilities and is equivalent to US\$ 2,255 for volunteers with no dependents, US\$ 2,505 for volunteers with one recognized dependent, and US\$ 2,705 for volunteers with two or more recognized dependents.

The above-mentioned amounts are calculated using the MLA rate applicable for the duty station to which the family allowance (if applicable) is added: \$US250 for one dependent and \$US 450 for two or more dependents.

The MLA for the duty station is obtained from the base rate of US \$ 1,554 which is reviewed once a year, and is adjusted on a monthly basis according to the movement (upwards or downwards) of the Post Adjustment Multiplier (PAM) applicable for each duty station. The PAM is established by the International Civil Service Commission (ICSC) to ensure that international UN Volunteers have comparable purchasing power at all duty stations despite varying costs of living. The applicable MLA is calculated as follows: $MLA = (MLA \text{ base rate} \times PAM) + \text{MLA base rate}$. See ICSC website <http://icsc.un.org> for more information on the applicable PAM rates.

In addition, UN Volunteers are provided a one-time settling-in-grant (if applicable); Well-Being Differential (applicable only in hardship non-family duty stations) life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

Description of Assignment prepared by the Project Manager/UN Agency:

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Date: 07/04/2015

Description of Assignment approved by UNV Country Office:
Juan Miguel Sanchez. Programme Officer
Date: 07/04/2015