

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 Information

- 1. Country of Assignment:** JORDAN
- 2. Agency Name/ Host Institute:** UNHCR
- 3. Volunteer Category:** International Specialist
- 4. Number of Volunteer:** 1
- 5. Duty Station, Country:** AMMAN
- 6. Duration (in months):** 24 months
- 7. Expected Starting Date:** 1 October 2018
- 8. Living Conditions:**

Location: The Hashemite Kingdom of Jordan is strategically located in the Middle East covering a diversity of landscapes. Bound by Syria to the north, Iraq to the northeast, Saudi Arabia to the east and south, the Red Sea to the south and Israel and the Palestinian National Authority to the west.

Weather: The weather in Jordan is not too extreme. Summer is dry, with temperatures regularly reaching 35 degrees centigrade. The winter is colder with temperatures often dropping to freezing point.

Amman is hot and sunny from May to October with cool, pleasant evenings, whereas winters are rainy with occasional short snowfalls.

Safety and Security: Jordan remains one of the stable countries in the Middle East due to the well trained, equipped and alert security apparatus in the Kingdom. However, incidents in the past have clearly highlighted that this position is easily shifted. While there is no past history of direct threats made against the United Nations operations in Jordan, terrorist groups in the region with varying degrees of credibility and capability have issued threatening communiqués against the organisation.

The potentials for internal or external armed conflict are considered very unlikely in the current political environment. Peaceful demonstrations, and sometimes road blockages, do occur in Jordan motivated by domestic factors such as unemployment, deprivation of resources and development or for regional issues such as solidarity with the Palestinian cause or with the Syrian crises. Most of these events are driven by civil society unions and Islamic parties. Domestic tribal civil unrest sometimes turning violent especially outside the main cities due to tribal dispute or socio-economic reasons. In all occasions law enforcement agencies usually manage to contain the situation.

Road traffic accidents are the primary threat against UN personnel in Jordan. Poor road conditions and bad driving behaviours are the main reasons for the high rate for traffic accidents.

Amman is a category A duty station with security level 1.

Transportation: Taxis are abundant and readily available in Amman. Public minibuses are the most common form of public transport. They normally only leave when full, so waiting times of an hour or more are inevitable, especially in rural areas. The larger air-con buses offer a speedy and reliable service, departing according to a fixed schedule.

Health Services: Medical facilities are generally very good, particularly in Amman where there are several modern, well-equipped public and private hospitals. Almost all doctors (and most pharmacists) speak English; many have studied abroad.

Language: The official language of Jordan is Arabic, but English is widely spoken – especially in the cities. Many Jordanians have travelled or have been educated abroad so French, German, Italian and Spanish are also spoken, but to a lesser extent.

9. Assignment Type: Family Assignment

Assignment Details

10 Assignment Title: Inter-Sector Coordination Associate

11. Organizational Context & Project Description:

The humanitarian coordination structures in the Syrian refugee-receiving countries in the region are covered by the Refugee Coordination Model under UNHCR's leadership. The Transformative Agenda and associated Humanitarian Country Team/Cluster systems are not applicable to the refugee response, which are rather

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managed through a series of refugee 'sectors'. There are many parallels between the Cluster and Refugee Sector system. However, a fundamental difference is that UNHCR is accountable for the response overall. This accountability – through UNHCR's Mandate - is delegated by UNHCR to other agencies through MoUs (e.g. with UNICEF on WASH, Education; WFP on Food). However, UNHCR remains ultimately responsible, including if one of these organizations does not fulfil their part. The UNHCR Representative – rather than the Humanitarian Coordinator – is the overall lead for the refugee response, reporting up to the UNHCR Directors' Office, and then to the High Commissioner. Since the appointment of an integrated Resident and Humanitarian Coordinator in Jordan in early February 2014, there had been two strategic humanitarian fora in Jordan: the **Inter-Agency Task Force (IATF)** and the **Humanitarian Country Team**. In April 2017 it was agreed that the Humanitarian Country Team would merge with the Inter-Agency Task Force as one strategic level humanitarian forum called the "**Humanitarian Partnership Forum**" that focuses on all humanitarian issues from refugee response (including protection, access, humanitarian space and gender equality) to disaster risk management. The existing Inter-Sector Working Group and refugee sector working groups continue to report to UNHCR Representative and share information on refugee issues with the new Forum. The Forum has covered the situation at the borders with refugees stranded at the berm, protection related issues for refugees including deportation, progress with work permits and inter-agency appeal funding status. The Inter-Sector Coordinator shares the Inter-Sector Working Group updates as the standing agenda item.

12. Sustainable Development Goals: 5. Gender Equality

13.UNV Focus Area: Securing access to basic social services

14.Task descriptions

Under the direct supervision of the Head of the Inter-Agency Coordination and Information Management Unit, the UN Volunteer will undertake the following tasks:

- The role of the UNV will support the Head of Unit of the Inter-Agency Coordination and Information Management Unit to develop and strengthen relationships with MoP-IC, Agencies and ONGs;
- Support the expansion of coordination structure with the different stakeholders part of the coordination structure;
- Support in the organization and follow-up of different meetings under unit responsibility,;
- Support development of unit information and coordination tools and products;
- Support the roll-out of Gender, Age Marker (IASC);
- Support in the development of unit strategy and responsibilities within UN Development Goals;
- Perform other activities linked to information sharing, management and coordination.

- Support to the development of refugee/community based volunteer initiative in Jordan, and the wider region

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;
- 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.

15. Results/Expected Outputs

- A pilot group of refugee/community UN volunteers is recruited in Jordan
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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

16. Education – Required Degree Level:

Bachelor's degree

Education - Additional Comments: University degree in international development, public affairs, international relations, political science or other related field.

17. Type of degree:

18. Required Experience: minimum years of experience **2**

19. Experience Description: At least two (2) years of professional experience in the fields of international relations, development assistance, information management.

20. Language Skills: Fluency in English

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21. Areas of Expertise: *Please click the hyperlink [here](#) for the details*

22. Need Driving License: No

23. 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;
- Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

Conditions of Service and other information

24. Conditions of Service:

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) per month and 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\$1,602. The VLA base rate is a global rate, while the PAM is 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 example, kindly enter the link [Calculator](#)

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 also 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 the final repatriation travel (if applicable). A 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.

Name of Hiring Manager: Susana Boudon, boudon@unhcr.org

Title, Department: Head of Unit, Inter-Agency Coordination Officer

Inter-Agency Coordination and Information Management Unit



Date: 15/04/2018

Disclaimer

The United Nations Volunteers programme (UNV) 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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