

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### SLVR000036--Associate Programme Officer

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

<b>Country of Assignment</b>	El Salvador
<b>Host Institute</b>	UN High Commissioner for Refugees
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	San Salvador [SLV]
<b>Assignment Place</b>	Family Duty Station
<b>Assignment Place Remark</b>	

### Living Conditions

El Salvador is the smallest country in Central America. With an area of 21,040.79 km<sup>2</sup> divided into 14 departments and 262 municipalities. The population is 6.2 million (Capital, San Salvador: 2.1 million).

Language: Spanish

Voltage: 110 v (United States system)

Currency: US Dollar (most credit cards accepted).

Time zone: GMT-6

Climate: Tropical with two seasons, a dry season (summer) and a rainy season (winter).

El Salvador is classified as category "A" family duty station by the International Civil Service Commission. UN Volunteers must comply with UNDSS security standard, regulations and policies, as well as those of their host Agency. In San Salvador, there is access to

# Assignment Details

**Assignment Title**

Associate Programme Officer

**Organizational Context & Project Description**

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 option to re-turn home voluntarily, integrate locally or to resettle in a third country ([www.unhcr.org](http://www.unhcr.org)).

El Salvador is country that has been severely affected by gang violence, with very limited State capacity to provide even the most basic protection. Forcibly displaced persons due to organized criminal groups in communities require protection as first priority, along with basic and adequate assistance to meet their immediate needs and solutions perspectives. The current national mechanisms for the protection of forcibly displaced persons are not fully effective, with insufficient funding for shelter, livelihoods, education, psycho-social support, legal counseling, land and property protection, among others. UNHCR has been working in high risk communities to bring such protection services, as well as supporting with solutions. The Ministry of Justice and Public Security led a profiling exercise on forced internal displacement at national level, which was published in March 2018 with UNHCR's support, revealing that some 71,500 individuals were displaced throughout the country. In July 2018, as a result of a constitutional ruling of the Supreme Court, different State authorities were ordered to recognize the existence of internal displacement nationwide, and to take appropriate measures to prevent and mitigate its impact at national and local levels.

The current Government of President Bukele has signed an IDP law, which UNHCR supported in congress. During 2020, UNHCR El Salvador has been scaling up its operation, aiming to complement the Salvadorian authorities' effort for the implementation of MIRPS National Plan, seeking to generate a favorable protection environment for the victims of forced displacement.

UNHCR is currently present in 40 communities nationwide and works with a diversity of operational and implementing partners. In 2020, the Operation has signed nine Project Partnership Agreements (one UN to UN Agreement and eight bipartite partnership with NGOs) and for 2021 a similar project portfolio is expected. The incumbent will work under the direct supervision of the Programme Officer.

**Sustainable Development Goals**

16. Peace, Justice and Strong Institutions

**Task description**

Within the delegated authority and under the supervision of the Programme Officer or his/her designated mandated representative(s), the UN Volunteer Associate Programme Officer will:

- Through a consultative process within the country and field visits, stay involved in the development of the strategies, methodologies, contingency plans that respond to new and emerging operational challenges for the country;
- Assist in ensuring that global strategic priorities (GSP) and regional priorities as well as information on projected resource availability guide the planning parameters;
- Provide inputs for developing the country operations plan in compliance with global strategic priorities and regional priorities as well as with annual programming/planning instructions;
- Assist in organizing a consultative process to ensure a consistent application of the organization's criteria and policies for the selection of implementing and operational partners;
- Assist in managing the development of a broad network of partners, good coordination practices and the development of partner capacities;
- Assist in training UNHCR as well as implementing partners (IP) staff in UNHCR standard procedures related to the Results Based Programme (RBM) management;
- Undertake proper collection, monitoring and use of baselines, standards and indicators needed to measure and analyze UNHCR's performance, trends and target interventions;
- Undertake field visits to evaluate and improve the planning, programming, implementation and monitoring of assistance projects;

- Assist in implementing the establishment of sound monitoring processes, in reviewing final reports and on progress in order to advise on any corrective actions required or the need for additional resources to reach planned target levels;
- Apply UNHCR's corporate tools (e.g. Global Focus, Focus Client) to record data and assess the technical soundness of the operation and generate data for evidence-based decisions at the country-level;
- Assist in keeping donor representatives briefed on developments and assist in the development of funding submissions, appeals and reports;
- Assist in monitoring compliance to the organization's resource allocation framework, providing support and assisting in corrective action where required;
- Assist in establishing and handling Implementing Partners Reports.
- Any other related tasks as may be required or assigned by the supervisor.

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- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- 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.

### Results/Expected Outputs

As an active UNHCR team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNHCR and its beneficiaries in the accomplishment of her/his functions, including:

- The needs of persons of concern in the country are assessed and analyzed in a participatory manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning;
  - IP (Implementing Partners) agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures;
  - Inputs are provided for the country operations plan (including budgets, staffing levels and structures) as well as prepare inputs for funding submissions, appeals and reports;
  - Participate in UN and other fora on programme and technical issues as delegated by programme senior management;
  - Enforce compliance with UNHCR's global strategies, protocols and guidelines;
  - 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 development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.
  - 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
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, 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 dur-ing the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

## Qualifications/Requirements

**Required Degree Level** Bachelor degree or equivalent

**Education - Additional Comments**

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W. [www.unv.org](http://www.unv.org)

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

- Advanced higher degree or equivalent in Business Administration, Law, Economics, Development, Social Science or related field.

**Required experience**

36 months

**Experience Remark**

- At least 3 years of work experience relevant to the function, in programme management, monitoring and evaluation. UNHCR experience in Programme is highly desirable.
- **Desirable Qualifications and Skills:**
  - Previous field experience is an advantage;
  - Familiar with UNHCR's RBM approach and use of project/software is an asset;
  - Completion of the UNHCR Learning Programmes or specific training relevant to functions of the position;
  - Good knowledge of UNHCR financial rules, procedures and processes is an asset;
  - Knowledge of UNHCR specific programming tools (MSRP, Focus, etc.) is an asset.
  - Experience with coordinating with Implementing Partners (Government/INGO/NGO)
  - Data Management skills
  - **Computer skills:** Office Package (excellent knowledge of Word, excellent knowledge of Excel and Power Point) and Internet browsing.

**Language**

- English (Mandatory) , Level - Fluent
- AND - Spanish (Optional) , Level - Fluent

**Area of Expertise**

- Development programme management Mandatory
- Monitoring and evaluation Mandatory

**Area of Expertise Requirement**

- Programme management, monitoring and evaluation.

**Need Driving Licence**

No

**Competencies & Values**

- Adaptability and Flexibility
- Client Orientation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Knowledge Sharing
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

# Conditions of Service and other information

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Condition of Service

[Click here to view Conditions of Service](#)

## Conditions of Service for International Specialist:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) 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\$ 1,651. The VLA base rate is a global rate across the world, while the PAM is duty station/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>.

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For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

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 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 periodic home visit and for the final repatriation travel (if applicable). 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.

### **Supervision, induction and duty of care of UN Volunteers (Roles and Responsibilities of Host Entities)**

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme;
  
- Investigate misconduct: sharing reports with the UNV;
  
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).



**Application Code**

SLVR000036-8360

**Application procedure**

You can only apply if you have created your profile at <https://vmam.unv.org/candidate/signup>

Watch this video for the specific steps you must follow: [https://www.youtube.com/watch?v=VT5uJ\\_FoIWU](https://www.youtube.com/watch?v=VT5uJ_FoIWU)

If you are already registered in UNV's Talent Pool, make sure your profile is up to date before applying.

Application deadline: 13-Dec-2020 at 23:59hrs, Germany time zone

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/U0xWUjAwMDAzNg==>

**Disclaimer**

*United Nations Volunteers 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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