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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: Iran

2. Agency Name/ Host Institute: United Nations Office for the Coordination of Humanitarian Affairs – UNOCHA

3. Volunteer Category: National Specialist

4. Number of Volunteer: 1

5. Duty Station, Country: Tehran, Iran

6. Duration (in months): Six months with possibility of extension

7. Expected Starting Date: September 2018

8. Living Conditions:

Tehran is the capital of Iran and Tehran Province. With a population of around 8.8 million in the city and 15 million in the larger metropolitan area of Greater Tehran. Tehran is the most populous city in Iran and Western Asia and has the second-largest metropolitan area in the Middle East. It is ranked 29th in the world by the population of its metropolitan area. Tehran features a semi-arid, continental climate. Tehran's climate is largely defined by its geographic location, with the towering Alborz Mountains to its north and the central desert to the south. It can be generally described as mild in the spring and autumn, hot and dry in the summer, and cold in the winter. Tehran is the economic center of Iran. About 30% of Iran's public-sector workforce and 45% of large industrial firms are located in Tehran. Most of the remainder of workers are factory workers, shopkeepers, laborers, and transport workers. Few foreign companies operate in Tehran.

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9. Assignment Type: Family Assignment

Assignment Details

10 Assignment Title: Humanitarian Affairs Support Specialist

11. Organizational Context & Project Description:

The OCHA Humanitarian Assistance Team (HAT) Office in Iran has responsibility for inter-agency coordination in complex emergencies and in natural disasters. The OCHA Office has a specific responsibility for (a) identifying humanitarian priorities and needs, as well as coordinating resource mobilization efforts; (b) coordinating the response, and monitoring of emergency response in the context of a complex emergency, and advising on the need for international assistance; (c) disseminating information and policies to the humanitarian community, authorities and donors, as well as supporting resource mobilization efforts; and (d) reporting on protection of civilians issues and advocacy regarding humanitarian issues.

The UNV will work in the OCHA HAT Iran under direct supervision of Head of HAT – National Humanitarian Advisor.

12.Sustainable Development Goals: 11. Sustainable Cities and Communities

13.UNV Focus Area: Community resilience environment & disaster reduction

14.Task descriptions

Under the direct supervision of Head of HAT, the UN Volunteer will undertake the following tasks:

- Support the RC office/ HAT OCHA Office with regular reporting, including daily, weekly and monthly reports, as well as ad hoc humanitarian updates and reports;
- Undertake in regular field visits to gather and verify information needed to understand the impact of the humanitarian situation and the needs of the most vulnerable communities;
- Support data gathering and analysis of the humanitarian situation in Iran as requested by the Tehran office, including by supporting information management, field assessments, community liaison and research;
- Support the provision of information in response to internal and external requests and queries;
- Assist in developing presentations, information products and contact sheets;
- Write field visit reports and meeting notes ensuring that an adequate and accurate record is being kept;
- Provide advocacy support for event organizing, field briefings preparation for officials, diplomats and decision makers;
- Conduct media monitoring, as required;

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- Support the HAT Office in its humanitarian coordination role, by supporting the strengthening of relations with relevant actors including sectors, INGOs and NNGOs and local authorities, and by participating in relevant meetings;
- Assist in keeping calendars, contact sheets and relevant operational documents up-to-date;
- Provide language assistance/translation, both verbal and written, from and to Farsi and English;
- Support the Office in disseminating, at the local level, UN and OCHA reports;
- Providing support to the OCHA office in organizing meetings, workshops, and other activities: Support travel management processes; Administrative and operations support; Acting as focal point for logistic issues;
- Provide additional and related support to the Office as may be required.

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

- Timely production of regular reports, ad hoc reports and responses to inquiries.
- Increased field presence, including through assessment support, field visit preparation and community liaison
- Meeting minutes and field visit notes are prepared, shared and stored in a timely fashion.
- Up-to-date calendars, contact sheets, presentations, and information products
- Support the work of the Iran DMT coordination team under RC
- 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

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Qualifications / Requirements

16. Education – Required Degree Level: Bachelor's degree

Education - Additional Comments: degree in business management, law, economy, social sciences, disaster management, humanities, public administration, logistics or another relevant field

17. Type of degree: Bachelor's degree is required; master's degree is desirable.

18. Required Experience: minimum years of experience: One year

19. Experience Description:

- Reporting and research experience.
- Experience in field research, assessments and working with affected communities.
- Experience in dealing with multiple stakeholders and perspectives is an asset.
- Prior experience with international organizations is an asset.
- Computer skills: The incumbent is expected to be proficient in using all Microsoft software, including MS Word, MS Excel, and PowerPoint.

20. Language Skills: Fluency in English and Persian, both written and spoken.

21. Areas of Expertise: Crisis management and emergency relief operations

Additional Requirements for Area of Expertise:

- Knowledge of Iran including good working knowledge of the Disaster management and humanitarian situation, and political and administrative situation of Iran;
- Have affinity with or interest in humanitarian relief, post-conflict situations, volunteerism as a mechanism for durable development, and the UN System.
- Good sense of security.

22. Need Driving License: Yes

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.

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- 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 re-newal of the assignment.

A Volunteer Living Allowance (VLA) equivalent to USD 1,268 which will be paid in Iranian Rials using UN Rate of Exchange of related month, is provided monthly to cover housing, utilities and normal cost of living expenses.

Life, health and permanent disability insurance are included as well as return travel (if applicable) and resettlement allowance for satisfactory service

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.

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

We are inspiration in action