



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.

Country of Assignment:

Jordan

Agency Name:

UNICEF MENA

General Description

Volunteer Category:

International Youth

Number of Volunteers:

1

Duty Station:

Amman

Duration:

12 months

Expected Starting Date:

October 2020

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.

People: The principal ethnic majority are the Jordanians of Bedouin Arab origin. Palestinian Arabs comprise over 40 per cent of the population, while Arabs as a whole constitute 98 per cent of the population. Other ethnic minorities include the Circassians, Armenians, and Kurds. The people of Jordan are welcoming and warm to visitors.

Religion: The official religion of Jordan is Islam. 93 per cent of the population is Sunni Muslim, while Christians account for 5 per cent.

Safety and Security: Jordan is a relatively stable country. 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 behaviors 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, inexpensive and readily available in Amman. Jordan residents use cars to travel within Amman, and between the capital and neighboring cities. Buses connect Amman with the Dead Sea resorts, Aqaba and Wadi Rum. Several international airlines offer daily services between North America, Europe, Middle Eastern countries and the Far East. Amman's Queen Alia International Airport is 40 minutes from downtown Amman.

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.

Education: Jordan offers a wide variety of international primary and secondary education options including the US, British and French systems, as well as bilingual Arabic-English domestic programmes.

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.

Housing arrangements: A wide range of housing options exist in Amman. Luxurious private villas as well as large to small apartments are available, either furnished or unfurnished. Generally, apartments are found through agents, personal reference or strolling through desired neighborhoods looking for “for rent” signs.

Living in Amman: Modern grocery shopping centers, full service malls and movie theatres are readily accessible. There are numerous fitness centers and several clubs that offer gyms, swimming, playgrounds and other amenities. Dead Sea and Aqaba hotels offer sophisticated resort holidays within easy driving distance of Amman. The historic sites of Petra, Jerash, Madaba and the desert castles are readily accessible and offer a unique insight into the rich history of the region.

Sustainable Development Goals: 16. Peace, Justice and Strong Institutions

Need Driving License: No

Duty Station: Family Duty Station

Assignment Remarks: UN Youth Volunteer assignments are always without family

Supervision, induction and duty of care of UN Volunteers

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 work-plan 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.

Assignment Details

Assignment Title: Advocacy Associate

Education

Required Degree Level: Bachelor's degree

Education: A first-level university degree in international development, statistics, information management, information technology, public affairs, international relations, political science or any other related field. A master's degree in any of the above fields is considered a plus.

Required Experience: 1-year relevant work experience

Experience Description:

- Demonstrated interest and/or experience (up to 2 years) in advocacy and / or content management required; experience in the field of communication, education, child protection and/or work with adolescents and youth would also be valuable;
- Proven ability to synthesize information and communicate it simply and effectively: Superior writing and research skills; strong analytical skills; excellent written and oral communication skills
- Willingness to contribute and work as part of a team;
- Proficiency in Microsoft Excel and ability to think quantitatively;
- Flexible and open to learning and new experiences; and
- Respect for diversity and adaptability to other cultures, environments and living conditions
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;

Learning Expectations

Learning and development are a central part of the UN Youth Volunteer's assignment and take place before, during and after his or her assignment in the field. Ideally, offering diverse opportunities for learning and development aim to strengthen the volunteer's skills and competences, improve the quality of the assignment and keep the volunteer's motivation high.

Learning elements for the UN Youth Volunteer include the development of:

- Professional skills: including specific competencies and reflection on assignment-related abilities; and on-the-job skills such as time management, problem solving, team building; and career preparedness such as interview skills, CV preparation, job searching.
- Inter-personal skills: including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.

- Volunteering-related skills: including leadership; civic responsibility; and engagement and active participation.

Beyond the learning opportunities provided by UNV, the host agency will support knowledge and capacity development in the technical areas that are relevant to the UN Youth Volunteer's assignment. The host agency will provide, at its expense, UN Youth Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

Language Skills:

English mandatory ☒ optional ☐
working knowledge ☐ fluent ☒

Arabic mandatory ☐ optional ☒
working knowledge ☒ fluent ☐

Competencies and Values:

- | | |
|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Accountability |
| <input checked="" type="checkbox"/> | Adaptability and Flexibility |
| <input type="checkbox"/> | Building Trust |
| <input type="checkbox"/> | Client Orientation |
| <input type="checkbox"/> | Commitment and Motivation |
| <input checked="" type="checkbox"/> | Commitment to Continuous Learning |
| <input checked="" type="checkbox"/> | Communication |
| <input type="checkbox"/> | Creativity |
| <input type="checkbox"/> | Empowering Others |
| <input type="checkbox"/> | Ethics and Values |
| <input checked="" type="checkbox"/> | Integrity |
| <input type="checkbox"/> | Judgement and Decision-making |
| <input type="checkbox"/> | Knowledge Sharing |
| <input type="checkbox"/> | Leadership |
| <input type="checkbox"/> | Managing Performance |
| <input checked="" type="checkbox"/> | Planning and Organizing |
| <input checked="" type="checkbox"/> | Professionalism |
| <input checked="" type="checkbox"/> | Respect for Diversity |
| <input type="checkbox"/> | Self-Management |
| <input type="checkbox"/> | Technological Awareness |
| <input type="checkbox"/> | Vision |
| <input checked="" type="checkbox"/> | Working in Teams |

Task description

Under the direct supervision of Regional Advisor for No Lost Generation, the UN Youth Volunteer will undertake the following tasks:

- Support the co-chairs of the No Lost Generation (NLG) partnership to manage the day to day running of the partnership and the implementation of the phase III NLG Advocacy Strategy, e.g. through preparing for and taking minutes at meetings, supporting in the development of quarterly newsletters with content from partners, collating and editing content for NLG reports, supporting events and other tasks;
- Maintain the NLG website, uploading content as needed and ensuring that the website contents accurately reflect the advocacy priorities of the NLG partners; provide monthly updates on the performance of the NLG website using Google Analytics and NLG newsletters on a quarterly basis;
- Track funding for the three NLG pillars in support of NLG partners' advocacy for sustained investment in children and youth. This requires retrieving and analysing data relating to the Syria and Iraq Humanitarian Response Plans, as well as the Regional Refugee and Resilience Plan (3RP); and liaison with counterparts from UNHCR and UN OCHA to ensure funding data used in NLG advocacy messages is accurate;
- Support the day to day functioning of the PRM team, e.g. through maintenance of the PRM section's internal SharePoint website to ensuring resources and tools related to RM in MENA are uploaded in a timely manner; maintaining updated donor profiles for top donors in MENA; and contributing to donor reports as needed;
- Track donor conditionalities faced by UNICEF in the region and populate and maintain a report outlining these conditionalities in order to support advocacy for high quality (multi-year, unearmarked, flexible) funding;
- Support the PRM section in the creation and dissemination of monthly newsletters and other knowledge products / processes intended to support UNICEF Country Offices in their advocacy, outreach and engagement with partners, including fundraising;
- Support development of the quarterly MENA urgent funding priorities document, the drafting of briefing notes and the production of analyses of funding trends as needed.

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.

Results/Expected Outputs

- Volunteer develops professionally and extends his / her network due to full-time exposure to NGO and United Nations organizations;
- Volunteer gains experience in applying humanitarian principles, advocating on priorities for children and youth, fundraising and building strong relationships with partners and donors.
- The implementation of NLG phase three advocacy strategy is supported by the actions of the volunteer;
- NLG and PRM advocacy priorities are informed by evidence (e.g. data on funding, donor conditionalities etc.);
- PRM and NLG newsletters consistent with agreed advocacy priorities are developed and shared regularly;
- UNICEF's regional quarterly urgent funding priorities document is developed in a timely manner;
- Other deliverables as agreed on induction are completed;
- 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

Agency Details

Host Institute: UNICEF MENA

Organizational Context & Project Description:

The Partnership and Resource Mobilization (PRM) Unit leads on partnerships and resource mobilization in support of the realisation of children's rights in the region as well as

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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proactively working to advocate to governments and other key stakeholders. The unit plays a leading role in the implementation of the Advocacy, Outreach and Engagement elements of the Regional Office Management Plan (ROMP), which in turn contributes to UNICEF's Strategic Plan and the Post-2015 Development Agenda – working closely with the Public Partnerships Division (PPD) in New York and Division of Private Fundraising and Partnerships (PFP) in Geneva.

No lost Generation (NLG) is an interagency joint advocacy initiative co-led by UNICEF and World Vision International, focused on the Syria and Iraq crises. The initiative seeks to promote attention to and support for children and youth affected by these crises in six countries (Syria, Iraq, Lebanon, Jordan, Turkey, and Egypt) and comprises advocacy on agreed priorities under three pillars: Education, Child Protection and Adolescents & Youth. It is steered by an interagency group working at the regional level, comprised of UN Agencies and International NGOs based predominantly out of Amman, Jordan.

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 (choose from the drop down menu the appropriate rate here): US\$1,305.

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 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 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

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provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

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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