

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

JORR000461--Education Assistant

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

Country of Assignment	Jordan
Host Institute	United Nations Children's Fund
Volunteer Category	International University
Number of Volunteer	1
Duration	6 months
Expected Starting Date	10-08-2020
Duty Station	Amman [JOR]
Assignment Place	Family Duty Station

Assignment Place Remark

UN University Volunteer Assignments are always without family.

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 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 behaviours are the main reasons for the high rate for traffic accidents.

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

Assignment Details

Assignment Title

Education Assistant

Organizational Context & Project Description

The assignment will entail occasional field travel to various project sites in Jordan. The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favouritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfil their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

UNICEF Jordan: <https://www.unicef.org/jordan/>

Sustainable Development Goals

4. Quality Education

Task description

The UN Volunteer will join an exciting new team formed in the Education section that covers a cross-cutting role in managing visits, donor relations, information requests, briefs, reporting and supporting human interest stories. Under the direct supervision of [Knowledge Management Specialist in the education](#) section, the UN Volunteer will undertake the following tasks:

- Contribute to developing new knowledge pieces that might range from assisting programme managers in drafting technical documents to human interest stories from the perspective of children that have benefitted from UNICEF programming
- Provide assistance to the Knowledge Management Specialist in drafting and editing final and interim reports for public donors
- Provide assistance to the education section members in developing and updating fact sheets and information briefs regarding different UNICEF programmes and the situation of education in Jordan.
- Conduct project visits in coordination with education specialists and officers and provide assistance in areas of project monitoring and reporting.
- Help with the creation of external stakeholder and other materials.
- Provide administrative and operational support where required.
- Support 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

T. +49 (0) 228-815 2000
F. +49 (0) 228-815 2001

A. PO Box 260111, 53113 Bonn, Germany
W. www.unv.org

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- Updated education fact sheets and education programme briefs with the latest narrative updates
- Development of communications and knowledge management materials that support the Education section at UNICEF Jordan.
- Support in collating, writing and editing inputs to reports for donors.
- 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 during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level Secondary education

Education - Additional Comments

Currently studying towards a degree in Education, Communications, Social Sciences, International Relations

Required experience 0 months

Experience Remark

- Writing and interpersonal skills are required
- Knowledge in developing human interest stories, report writing or fulfilling communications planning an asset
- Knowledge in development or humanitarian setting would be an asset
- Fluency in English required; a knowledge of Arabic would be helpful (for interviews or engaging UNICEF stakeholders), but is not required
- Research, analytical and communications skills desired
- Have excellent academic performance as demonstrated by recent university or institution records.

Language

- English (Mandatory) , Level - Fluent
- AND - Arabic (Optional) , Level - Working Knowledge

Area of Expertise

- Other development programme/project experience Mandatory

Area of Expertise Requirement

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.

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Integrity
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

Conditions of Service and other information

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

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

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should carefully consider the circumstances before accepting UNV's offer.

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\$990 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 UN 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). 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

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.

Application Code

JORR000461-6767

Application procedure

This assignment is funded by KOICA, therefore only Korean nationals are eligible to apply.

Eligible candidates must be between 18 and 29 years of age and enrolled at a university throughout the assignment.

Please apply via the link below. You can then either log in if you already have an account or register via 'Candidate Signup'.

You may apply to a maximum of three assignments per advertisement and indicate your order of preference in the 'Additional Remarks' section of your profile.

Application deadline: 10 May 2020

Selection process

Only shortlisted candidates will be contacted. The selection will be done by the UN Host Entity at the level of the country of assignment. Interviews will be conducted by the UN Host Entity between 2 and 19 June.

Pre-departure training in Korea

The selected candidate will be invited to attend a training prior to deployment. The training will take place from 20 to 31 July 2020.

COVID-19: The training and assignment start dates may be postponed due to the COVID-19 context.

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/Sk9SUjAwMDQ2MQ==>

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.