

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

GTMR000101--Programme and Policy 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

<b>Country of Assignment</b>	Guatemala
<b>Host Institute</b>	World Food Programme
<b>Volunteer Category</b>	International University
<b>Number of Volunteer</b>	1
<b>Duration</b>	6 months
<b>Expected Starting Date</b>	10-08-2020
<b>Duty Station</b>	Guatemala City [GTM]
<b>Assignment Place</b>	Family Duty Station

### Assignment Place Remark

UN University Volunteer Assignments are always without family

### Living Conditions

Guatemala is classified as category "A" family duty station by the International Civil Service Commission. UNV are assigned to UN Agencies/Funds/Programs based in Guatemala City, a modern city with provision of all basic services. UN Volunteers must comply with UNDSS security standard, regulations and policies as well as those of their host Agency. For more information on the UN System in Guatemala please consult: <http://www.undss.org.gt>

## Assignment Details

<b>Assignment Title</b>	Programme and Policy Assistant
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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

## Organizational Context & Project Description

The World Food Programme is the United Nations Agency for Food Alimentary Security. Among its principle activities the WFP is executing projects to eradicate mal nutrition and hunger all around the country, focusing its work on the most vulnerable.

The World Food Programme (WFP) has been in the country since 1974 and has a long tradition of working with government authorities, other UN agencies and other partners to promote food security and good nutrition for the most vulnerable, including rural women and children.

Guatemala is facing serious challenges in achieving [Sustainable Development Goal \(SDG\) 2](#) on Zero Hunger, which includes the elimination of all forms of malnutrition by 2030.

Almost half the population cannot afford the cost of the basic food basket. As a result, the prevalence of stunting in children under 5 is one of the highest in the world – and the highest in Latin America and the Caribbean. At 46.5 percent nationally, the stunting rate climbs up to 70 percent in some departments, with peaks as high as 90 percent in the hardest hit municipalities.

A multi-ethnic country with a rich cultural heritage, Guatemala is one of the most unequal countries in Latin America. While two thirds of the overall population live on less than US\$ 2 per day, poverty affects indigenous people disproportionately: 80 percent of them experience deprivation in multiple aspects of their lives, including food security, nutrition, health and education.

Guatemala is among the 10 countries that are most vulnerable to natural disasters and the effects of climate change. Over the past three years, extended dry seasons have had a severe impact on the livelihoods of subsistence farmers, who rely on rain-fed agriculture, especially in the Dry Corridor. Poor soil conditions, over exploitation of forest resources, degraded lands, small size of plots, and lack of access to credit, agricultural supplies and technical assistance drive agricultural productivity and profitability further down

In line with SDG 2 targets and those set by the Government, WFP is supporting Guatemalan institutions in their efforts to reduce food insecurity and malnutrition, including through the strengthening of national social programmes. WFP also works with rural communities to enhance their resilience to climate-related shocks and access to markets for smallholder farmers.

## Sustainable Development Goals

### 2. Zero Hunger

## Task description

Under the direct supervision of the WFP Consultant in Programme & Policy, the UN Volunteer will

1. Support the knowledge management activities related to risk finance activities, including: Systematize key milestones, achievements and challenges, lessons learned and best practices of WFP's microfinance activities for different audiences, including WFP internal audience, donors, academia and private sector partners.
2. Contributes to strengthen the visibility and awareness of WFP's microfinance and risk finance activities for different audiences, such as government, donors and private sector partners, including the organization of one awareness-raising event in related to risk finance and insurance.
3. Assist in providing regular updates with key progress and information on WFP's microfinance approach, to be shared with all involved partners
4. Support the design and update the microfinance gender strategy for the CO in close coordination with RBP and HQ focal points.
5. Collect and systematize relevant information on microinsurance interventions for resilience-building implemented in other countries and contexts
6. Support the coordination with the private sector partner for the microinsurance product design.
7. Provide inputs for microfinance and risk finance proposals, reports, briefings, presentations, and other relevant documents.
8. Support the coherent integration of microfinance activities into WFP policies and programmes, including close coordination with programme officers at CO, RBP and HQ level.
9. Be the focal point for the design of a project proposal for KOICA, in close coordination with the donor relations officer and other involved staff.
10. Other tasks required during the assignment

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

- In support and coordination with programme officers, design, update and finalize the microfinance gender strategy, feasibility study, risk finance updates and lessons learned from WFP Guatemala during the microfinance implementation approach.
- Concept paper for a resilience-building project financed by KOICA
- 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

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**Required Degree Level** Secondary education

### Education - Additional Comments

Currently studying towards a degree in Project Management, Microfinance or other relevant field.

**Required experience** 0 months

### Experience Remark

- Demonstrated interest and/or experience (up to 2 years) in development projects and programmes, especially those related to resilience building and microfinance
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Knowledge and interest in the work of the WFP in Guatemala;
- Experience designing project proposals and reports would be an asset.

### Language

- English (Mandatory) , Level - Fluent
- AND - Spanish (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
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- 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.

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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.

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** GTMR000101-6766

#### **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/R1RNUjAwMDEwMQ==>

#### **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.*