

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### ZWER000118--UN Youth Volunteer in Peace and Development

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>	Zimbabwe
<b>Host Institute</b>	International Organization for Migration
<b>Volunteer Category</b>	International Youth
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	15-02-2021
<b>Duty Station</b>	Harare [ZWE]
<b>Assignment Place</b>	Family Duty Station

#### Assignment Place Remark

UN Youth Volunteer assignments are always without family.

#### Living Conditions

The name Zimbabwe is derived from the Shona phrase, dzimba dzemabwe, meaning houses of stone or stone building which are symbolized by the Great Zimbabwe ruins near the present-day town of Masvingo. Zimbabwe is landlocked and situated in Southern Africa with a total land area of 390,757 square kilometres. It is bordered by Mozambique to the east, South Africa to the South, Botswana to the west and Zambia to the north and northwest. The country is divided into 10 administrative provinces and 62 districts. The capital city is Harare and other major cities include Bulawayo, Gweru, Kadoma, Kwekwe, Masvingo and Mutare. The population of Zimbabwe is estimated to be 13.061 million with 52% being female. The major ethnic groups are Shona and Ndebele.

There are two main seasons: The rainy/green season (November to May) and the dry season (June to October). There are usually many hours of sunshine every day (even during the rainy season), and the temperature doesn't feel as hot as it could, due to Zimbabwe's high altitude and low humidity. Towns in the Eastern Highlands like Nyanga, Vumba and Mutare are usually cooler than the rest of the country. Towns in lower altitude areas like Victoria Falls, Beitbridge, Bulawayo and Kariba are warmer than the country

average during the day, and cooler in the evenings. House of sunlight in Zimbabwe don't change much during the year. The usual precautions that should be taken in any city in the world apply here too such as being wary of thieves, pickpockets etc. avoiding certain shady areas. Medical Vaccinations should also be taken as directed by medical authorities.

There are lots of short-term accommodation options which vary in price range and standard. The United Nations Department of Safety and Security (UNDSS) recommend a list of temporary accommodation facilities (hotels and lodges) which can be used while in Zimbabwe. Most guest houses and hotels have an internet service that is either included in the room or may be accessed through the payment of a fee. There is the need to check rates first as sometimes internet access can be costly. Refer to UN in Zimbabwe, New Arrivals Welcome Brief-2017 (under review).

Note on Coronavirus:

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, across the world and even within countries. Such restrictions may affect the ability of both UN Volunteers, both international and national to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

# Assignment Details

## Assignment Title

UN Youth Volunteer in Peace and Development

## Organizational Context & Project Description

Established in 1951, the International Organization for Migration (IOM) is the principal UN Agency in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all.

Since 1985, IOM has been collaborating closely with the Government of Zimbabwe to implement a wide range of programmes and projects covering various programmatic areas, such as migration and development, refugee resettlement, assisted voluntary return and reintegration, humanitarian emergency and transition recovery, migrant health assessments. IOM has a main office in Harare and a sub-office in Beitbridge. The Country Office implements relevant projects in partnership with the Government and undertakes liaison and advocacy activities with various multilateral institutions at the regional levels to enhance research, policy development and dialogue on migration-related matters.

IOM Zimbabwe country Office is currently engaged on various interventions including humanitarian and emergency response; community stabilization and socio-economic inclusion of most vulnerable population; integrated border and migration management; and movements and assistance to migrants. The Country Office has extensive experience and expertise in the implementation of community stabilization, migration and returns and recovery interventions through multi-sector projects targeting IDPs, Returnees and host communities focusing on mobile vulnerable populations. This includes capacitating government to manage and respond to the Zimbabwe migration crisis, improving through trainings, various capacity development through policy formulation and implementation and direct support to the affected and vulnerable population.

IOM has been nominated by WHO as the focal point for regional and national preparedness and response along mobility continuum in main points of entry (POEs). In this regard and working in close coordination with WHO, IOM seeks to support the government of Zimbabwe in the following critical areas:

- Strengthening Points of Entry (POEs) including active surveillance at the (Beitbridge, Chirundu, Plumtree and Mutare)
- Analysis of mobility trends; Population Mobility Mapping and flow monitoring to identify space of vulnerability and risk to inform preparedness and response
- Capacity building (training) of border health staff including migration officers in collaboration with IOM's Integrated Border Management team (including SOPs, IPC)
- Screening at IOM health facilities preparing refugees for resettlement and activation of SOPs for refugee resettlement programme at Migration Health Assessment Centres
- Strengthen prevention activities through Risk Communication and Community Engagement including handwashing at the POE and tailored messaging for migrants, travellers and migration affected communities.
- Border infrastructure, Logistics/procurement and health system strengthening along the vulnerable corridor including referral system

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- Strengthening cross border coordination road maps
- Mainstreaming gender equality and women's empowerment for inclusion for economic development in COVID-19 Response

This position is also designed to assist in the process of scaling up programming to support operationalizing its Governance in migration management portfolio.

### Sustainable Development Goals

16. Peace, Justice and Strong Institutions

### Task description

Under the guidance and supervision of the Chief of Mission (COM) of Zimbabwe, and the direct supervisor- the Head of Migration and Development Unit, the UNV Youth Volunteer's duties and responsibilities will include, the UN Volunteer will undertake the following tasks:

- Assist in identifying and mapping relevant stakeholders and develop potential partnership and collaboration forums and strategies to help in the context of protection
- Support in the Compilation, reviewing and documenting national, regional and international instruments, policies and strategies relevant for migrants' protection and rights,
- Assist the Migration and Development Unit to work closely with national and international civil society organizations/NGOs and report on their activities and provide data to update the Migration Governance and Management in Zimbabwe Information
- Support the preparation and facilitation of workshops/training activities organized by the office and prepare reports on activities.
- Assist the planning, organizing, agenda setting and documenting of coordination forums in human rights context that IOM conducts with relevant government counterparts and humanitarian partners
- Contribute to the preparation of the weekly, monthly and final reports of the project
- Support the collection, preparation and dissemination of case stories, best practices and success stories to promote visibilities of the Organization's activities

Perform any other duties as may be assigned by the Chief of Mission.

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 integral part of the IOM assignment the UNV Youth Volunteer will:

- Be able to prepare inception report of his/her assignments.
- Gain experience in an international organization, including management and international cooperation activities, as well as understanding the dynamics of international working groups
- Be able to prepare documents using the IOM logical and legal framework
- Participate in development of programs, projects, trainings and workshops related to different migration areas
- Gain experience in working with governmental, non-governmental and United Nations institutions in Zimbabwe
- The UN Youth Volunteer will be given regular feedback and guidance on his/her performance.
- 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** Master degree or equivalent

#### **Education - Additional Comments**

Advanced university degree from an accredited academic institution in Migration Studies, Political Science, International Development, International Relations, related social science fields or an equivalent combination of training and experience

**Required experience** 3 months

#### **Experience Remark**

- Demonstrated interest and/or experience (ideally one year) in governance and institutional development;
- Good research and analytical skills;
- Good drafting skills;
- Knowledge of recent global migration trends and developments in Sub-Saharan Africa;
- Good insight into the current humanitarian as well as development debates and coordination frameworks;
- Computer/software literate, preferably knowledgeable in Microsoft Office;
- Strong interpersonal and ability to working in a multi-cultural setting,
- Tolerance for diversity;
- Cultural and gender awareness;
- Confirmed interest in migration issues;
- Good oral and written communication and negotiation skills;
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded.

#### **Language**

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

#### **Area of Expertise**

- Other development programme/project experience Mandatory

#### **Area of Expertise Requirement**

#### **Age requirement**

UN Youth Volunteers should be between 18 and 29 years old throughout the duration of their service.

#### **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** Yes

#### 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

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#### 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

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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) 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\$1,321. 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 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)

**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.*