



## UN VOLUNTEER 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.

**1. Type of Assignment:** National UN Volunteer

**2. Type of Assignment Place:** Family Duty Station

**3. Assignment Title:** Project Coordinator

**4. Link with UNV Strategic Framework : Youth**

**5. Duty Station, Country:** Cairo, Egypt

**6. Duration (in months):** 6 months

**7. Expected Starting Date:** May 2017

**8 Host Agency/Host Institute:** International Organization for Migration (IOM)

**9. Organizational Context/Project:**

Established in 1951, IOM is the leading inter-governmental organization 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. It does so by providing services and advice to governments and migrants.

**10. Description of tasks:**

Under the overall supervision of the Programme Manager of the Labour Mobility and Human Development Division (LHD), and the direct supervision of the assigned National Programme Officer, the Project Coordinator will undertake the following tasks:

In the context of ‘Positive Life Alternative for Egyptian Youth At-risk of Irregular Migration (PLAYA)’ Programme:

- Supervise the undertaking of an inception study envisioned under the PLAYA Programme aimed at identifying the actual and anticipated labour market needs and skills shortcomings in the tourism sector, training offers and quality of training and their relevance to the labour market in the regions with high rates of irregular migration of youth; ensure quality control for the work and deliverables of the subcontracted service provider;
- Plan and facilitate meetings of the Programme Technical Working Group composed of national and international stakeholders and tasked to refine the programme intervention and its targets throughout its implementation;
- Support the Programme Team to develop an educational and business plan for two Vocational Training Centres in the tourism sector that will be upgraded by IOM in cooperation with relevant programme partners;
- Support the Programme Team in effectively implementing other programme activities as assigned by the respective supervisors and agreed upon;

In the context of IOM Mission activities related to Expatriate Engagement for Development:

- Undertake background research on issues related to migration and development (remittances productive use, trade and investment; etc.) in Egypt and other countries to support the project development and fundraising of the LHD Division;
- Coordinate with relevant colleagues under the LHD Division and Project Coordination Unit, the development of informative materials and visibility tools for expatriate engagement related activities undertaken by the mission, and in line with IOM communication guidelines;

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.

## **11. Results/Expected Output:**

- Technical working group meetings, which involve the participation of several international and national institutions as indicated by IOM, are effectively organized and reported on;
- IOM and stakeholder feedback on PLAYA inception study compiled to share with the relevant service provider;

- An end of assignment presentation on policy and programme level recommendations prepared and submitted in a timely manner;
- A compiled report on main challenges, recommendations and results of programme interventions based on template provided by the assigned National Programme Officer submitted; and
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the activities participated in and capacities developed.

## **12. Qualifications/Requirements:**

- Completed advanced university degree (Master's degree or equivalent) from an accredited academic institution
- Four years of relevant professional experience (or ten years for candidates holding a first level university degree)
- Experience in working with local actors
- Ability to write clear and concise reports and consolidate information from a variety of sources.

## **13. Living Conditions:**

The duty station will be Cairo, which is a family duty station with a wide range of services (health, education and leisure) and good living conditions. Egypt is one of the most populous countries in Africa and the Middle East. The great majority of its estimated 80 million people live near the banks of the Nile River, in an area of about 40,000 square kilometres (15,000 sq. mi), where the only arable land is found. The large areas of the Sahara Desert are sparsely inhabited. About half of Egypt's residents live in urban areas, with most spread across the densely populated centres of greater Cairo, Alexandria and other major cities in the Nile Delta.

Cairo is located near the Nile Delta and is the capital of Egypt and the largest city in the Middle-East. Cairo suffers from high levels of pollution and traffic. Egypt has undergone a major political upheaval resulting in widespread conflict since the period of January – February 2011 and sporadic conflict within the major cities since that time. With the last uprising of 30 June 2013; increase in civil unrest and crime-related incidents have been reported in the country in general with some occurrences in Cairo. Cairo is in Security Phase 1, which means that UN Volunteers need to exercise caution and all travel into the area requires advance clearance by the Designated Official. It is also a Category A Duty Station.

## **14. Conditions of Service for national UN Volunteers**

A six month contract; with subsequent contract extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event duty station is not within commuting distance from the place of recruitment. A Volunteer Living Allowance (VLA) is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up



to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

**Description of Assignment prepared by the hosting project/UN Agency:**

*The Project Coordinator is expected to provide support and report on various activities related to the abovementioned interventions, working under the direct supervision of the National Programme Officer and the overall supervision of the LHD Programme Manager.*

*Sherihan Habib, National Programme Officer, IOM Egypt Country Office*

**Date: 03.28.2017**

**Description of Assignment approved by UNDP/RR/CD or UNV Field Unit:**

*Renalda Ludvika, UNV Programme Officer in Egypt*

**Date: 03.28.2017**

*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.*