

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 : National Capacity Development through volunteer schemes**
- 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: Regional Development and Protection Programme (RDPP) – Labour Mobility and Human Development Division**

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 direct supervision of the Programme Manager, and the overall supervision of the Head of Programmes for the Labour Mobility and Human Development Division and the Head of Office, the Project Coordinator will undertake the following tasks:

- Oversee the regional expansion of the BOSLA information platform on services available to migrants, as well as its mobile applications, to include other countries of the Middle-East and North Africa region, and its translation in relevant languages;
- Undertake the coordination between various focal points/administrators of the platform within the region and ensure compliance of updated information to the rules and guidelines of the platform;
- Supervise the regular update of the English version of the platform in Egypt, Morocco, Algeria, Tunisia and Libya, and enhance the usability of the website;
- Collect and update information on the services made available for the migrant community in Egypt by governmental, non-governmental organizations and community based organizations and community centers, manage the blog and reply to user queries, and follow the number of visits on the website and respective application;
- Organize a regional launch event upon completion as well as outreach events to disseminate information about the website and application at relevant event;
- Liaise with the relevant service provider organizations and coordinate the community outreach events for disseminating information about the information platform;
- Provide support to the implementation of the Regional Development and Protection Programme (RDPP)¹ in Egypt, including liaising with and monitoring project partners among relevant civil society organizations (CSOs) and private sector agencies working to improve the services provided to migrants and host communities in the following sectors: community cohesion; health; education; housing; physical protection; and livelihood;
- Contribute to IOM's communications and public information related work, including writing press releases, developing success stories (written and/or videos) based on the experiences of beneficiaries, and generate content for social media platforms with the aim to increase online presence and give visibility to the project activities;
- Undertake regular field and site visits and duty travel to monitor progress of activities and develop new project activities and complementary components as required by the Programme Manager.

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;

¹ RDPP is an EU funded regional programme launched early 2016 and covering five countries, Algeria, Egypt, Libya Morocco, and Tunisia. The programme aims to build the resilience and capacity of host communities to better absorb and support migrants in North Africa while ensuring community stability and protecting the rights of migrants in the region.

- Contribute with 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:

- A regional information platform in English and relevant languages on services available to migrants;
- Information regarding services provided to migrants is made available on the platform;
- Website and mobile applications are regularly updated and user queries are replied in order to maintain its usability among the beneficiaries;
- An official regional launch event is organized;
- Outreach events are carried out in order to inform the service provider partners and migrants communities about the information platform;
- Regular follow-up with and monitoring of RDPP programme's partners is conducted;
- Press release and success stories (written and/or videos) based on the experiences of beneficiaries are produced, and content is regularly generated for social media platforms;
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, 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 of 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:

Zeinab Sabet, National Programme Officer, IOM Egypt Country Office

Date: 29.03.2017

Description of Assignment approved by UNV Field Unit:

Renalda Ludvika, UNV Programme Officer in Egypt

Date: 04.04.2017

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.