

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

## KHMR000111--Programme Assistant – School Based Programmes

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>	Cambodia
<b>Host Institute</b>	World Food Programme
<b>Volunteer Category</b>	International University
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	01-09-2021
<b>Duty Station</b>	Phnom-Penh [KHM]
<b>Assignment Place</b>	Family Duty Station

### Assignment Place Remark

Age requirement:

UN University Volunteers have to be 29 years old throughout the entire period of service, i.e. born on or after 1 September 1992.

### Living Conditions

The climate of Cambodia is tropical, monsoonal and is characterized by heat and humidity. The rainy season lasts from May to October and the hot, dry season from November until April.

Houses and apartments are available to suit most budgets and preferences. House hunting is not difficult in Phnom Penh. The usual means of locating suitable accommodation is through estate agents/realtors. The International University UN Volunteer is required to follow the UN residential security requirements as per the MORSS when choosing their accommodation.

There are few taxi operators in Phnom Penh, so for daily transportation the cheapest, fastest and most frequent mode of travel is by a tuk-tuk (a motor-powered rickshaw). Some UN volunteers chose to purchase their own mode of transportation, be it a car, a motorbike or a pushbike. They are strictly recommended by UN security to wear seatbelts in cars and helmets when traveling on motorbikes, tuk-

tuk or bicycling.

In terms of health, common diseases in Cambodia are those which exist in other tropical countries like diarrhoea, malaria, dengue and HIV/AIDS. Most of the serious cases have been reported contracted in hilly, rural and densely forested areas. City dwellers like in Phnom Penh can also be at risk due to poor disposal of waste. Generally, in cities, people use purified water for drinking and cooking. The recommended vaccinations are those against typhoid, Hepatitis A, Hepatitis B, Tuberculosis and Japanese Encephalitis.

While medical facilities in Cambodia are sufficient for the treatment of most routine ailments and minor accidents, illnesses and accidents of more serious nature require medical evacuation, usually to Bangkok or Singapore.

# Assignment Details

## Assignment Title

Programme Assistant – School Based Programmes

## Organizational Context & Project Description

The United Nations World Food Programme (WFP) is the world's largest humanitarian organization. WFP's mission is to help the world achieve zero hunger by 2030 as per Sustainable Development Goal (SDG) 2. It works to ensure that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

Since 1979, WFP has provided support to the Cambodian people to meet their emergency needs and enhance the long-term food and nutrition security of vulnerable households and communities. Across Cambodia, WFP has supported the building and rehabilitation of rural infrastructure and productive assets, implemented programmes to support the nutrition of vulnerable people, assisted disaster-affected households and promoted children's education and health through its school feeding programme and scholarships to children from poor households.

The WFP Country Strategic Plan (2019-2023) aims to complement and contribute to the Government of Cambodia's efforts to achieve zero hunger through supporting school feeding programmes, strengthening resilient local food systems, enhancing government capacities on crisis management and disaster risk reduction, promoting digital transformation and enhancing food security, nutrition and social protection governance.

WFP's school feeding programme is WFP's flagship programme in Cambodia. Since 1999 WFP has been working with the Ministry of Education, Youth and Sport (MoEYS) to provide nutritious hot meals to primary and pre-primary school children through the programme which supports education, social protection and nutrition outcomes. More recently, WFP has been supporting the Royal Government of Cambodia to realise the vision of a national school feeding programme through a mix of both implementation modelling and capacity strengthening.

WFP Cambodia is now recruiting 01 International University UNV as a Programme Assistant - School Based Programmes to support WFP's programmes linked to school feeding in Cambodia.

## Sustainable Development Goals

2. Zero Hunger

## Task description

Under the direct supervision of the WFP Cambodia Programme Policy Officer – School Feeding, the UN Volunteer will undertake the following tasks:

- Assist the school feeding team to document processes, lessons learned and best practice in both its operations and capacity strengthening programmes;
- Assist in the development of school-based campaigns, learning materials, studies and other products and processes focusing on themes linked to school feeding, including nutrition, food safety, WASH, literacy etc;
- Contribute to the organisation and implementation of workshops and seminars with government and other partners aimed to strengthen programme quality of both WFP and the national school feeding programme;
- Support WFP's efforts to integrate cross-cutting themes (gender, age, environment, disability, accountability to affected populations, protection) through all activities under the school-based programmes portfolio;
- Contribute to processes to support the development of WFP's school, feeding programme throughout the project cycle, including

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in planning, implementation, monitoring and evaluating processes;

- Assist in the preparation of donor visits, briefs, proposals, field missions and other events to support WFP's school-based programme partnerships, corporate requirements and resource mobilisation;
- Support the development of human-interest stories and case studies to contribute to programme visibility and donor reporting to KOICA and other donors;
- Other tasks as required.

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

- Increased evidence and learning of WFP's school based programmes through documentation, learning events and programmatic outputs;
- Enhanced programme communication and visibility to partners, donors, government;
- Enhanced accountability of WFP's school based programmes; including in cross-cutting themes such as gender, disability, environment;
- Better documentation of programme achievements, lessons learned and best practice;
- 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 or recently graduated (no longer than 12 months prior to application) in Agriculture, Economics, International Development, Education or other relevant field.

#### Required experience

0 months

#### Experience Remark

- Demonstrated interest and/or experience (up to 2 years) in International Development, Nutrition, Agriculture, Economics or related field.
- Experience in presenting concept and ideas in both written and spoken English.
- Demonstrated computer literacy (including database usage) essential.
- Motivated to contribute towards development and to serve with others
- Flexible and open to learning new things.
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;
- Experience in working as part of a team and ability to work well with people across cultures would be highly regarded.
- A general knowledge of the policies of the United Nations system and WFP's programmes would be an asset.

### Language

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

### Area of Expertise

- Other development programme/project experience Optional

### Area of Expertise Requirement

### Learning Expectations

Learning and development are a central part of the UN University 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 University 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 University Volunteers with equal opportunity to participate in training courses and workshops offered to its personnel.

### Need Driving Licence

No

### Competencies & Values

- Adaptability and Flexibility
- Building Trust
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Planning and Organizing
- 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](#)

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**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 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\$1,009 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** (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)

#### **Application Code**

KHMR000111-9051

#### **Application procedure**

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

UN University Volunteers must be 29 years old throughout the entire period of service. Eligible candidates must therefore be born on or after 1 September 1992.

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

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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: 11 April 2021**

**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 28 April and 21 May.

**COVID-19: The assignment start date may be postponed due to COVID19.**

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/S0hNUjAwMDExMQ==>

**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.*

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