



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:** Non-Family Duty Station
- 3. Assignment Title:** UNV Support Officer
- 4. Link with UNV Strategic Framework :** Peacebuilding

- 5. Duty Station, Country:** Juba, South Sudan

Type of Assignment Place: Youth Volunteers assignments are always without family

- 6. Duration (in months):** or **Expected contract end date:** 30/06/2017
- 7. Expected Starting Date:** Immediately
- 8. Host Agency/Host Institute:** United Nations Mission in South Sudan (UNMISS)

9. Organizational Context/Project: UNMISS was established in 2011 under the auspices of the UN Department of Peacekeeping Operations (DPKO); subsequently, UNMISS mandate has been renewed through resolutions 2057 (2012), 2109 (2013), 2155 (2014), 2187 (2014), 2223 (2015), 2241 (Dec. 2015), 2304 (2016) and 2327 (2016).

10. Description of tasks:

Under the direct supervision of the UNV Programme Manager the national UN Volunteer will undertake the following tasks:

Volunteer Support and Administration

- Administrative duties, liaison and coordination functions directly related to the UNV Field Unit;
- Ensuring timely and efficient support is provided to all UN Volunteers and the UNV Field Unit;
- Support UN Volunteer recruitment processes;
- Administer UN Volunteers serving in the Mission in accordance with UNV Conditions of Service and in coordination with UNV HQ Bonn, including swift check-in / check- out process of all UN Volunteers and in-assignment events management;

- Process travel-related issues for new UN Volunteers arrivals (such as visa arrangements, security clearance and reception arrangements) and follow up on visas extensions/resident permits for serving UN Volunteers;
- Ensure that all UN Volunteer files and records are complete;
- Assist in the raising of requisitions, and in the maintenance of computerized databases and systems;
- Prepare all necessary documents and liaise with Section Chiefs / UNV headquarters to receive authorizations with respect to contract extensions and terminations, Settling-In-Grant (initial and pro-rated), accommodation supplement, home visit, VLA amendments (on the basis of dependency status) and training entitlements and process them through proper channel;
- Provide guidance and advice, in consultation with the Programme Manager, to UN Volunteers on Conditions of Service (COS), internal circulars and other documents on policies and procedures within the mission area;
- Plan and participate in regular monitoring missions to UN Volunteer duty stations. Missions are planned in close collaboration with the Programme Manager and may be organized to respond to specific needs from the field or to monitor UN Volunteers working and living conditions in area of operations. Upon completion of each mission, a brief mission report with findings and recommendations needs to be submitted to UNV Programme Manager and UNV HQ;
- Provide overall administrative support to all UN Volunteers;
- Perform any other duties asked by the supervisor.

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 IVD);
- 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:

- Support the implementation of UNV Conditions of Service;
- Provide UNV support services to clients and client offices;
- Maintains high degree of customer satisfaction,
- Support to knowledge building and knowledge sharing;
- Data accurately entered and databases updated;
- 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 and competencies/values

A) Qualifications, skills, experience:

Secondary Education with specialized certification in Human Resources and Administration. University Degree in Business or Public Administration would be desirable, but it is not a requirement.

Degree level: Secondary Education

Type of Degree: Secondary Education

Years of work experience:

5 years of relevant HR and/or administrative experience is required at the national or international level;

Language: Excellent knowledge of English (written and oral) is essential. Working knowledge of another UN language (preferably Arabic) is an asset.

Driving license: Yes

Computer skills: Experience in the usage of computers and office software packages (MS Word, Excel, etc) and experience in handling of web based management systems;

Good interpersonal communication skills.

B) Competencies and values:

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations.
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working.

13. Living Conditions:

- The climate is tropical with a rainy season in many areas, which should normally span from around April to October. Ability to live and work in difficult and harsh conditions is essential.
- All duty stations are difficult locations, which are categorized as security Level IV. There is a UN imposed curfew from 7:00pm to 6:00am due to security and crime issues. There is basic infrastructure in the capital city and very poor infrastructure in the states of South Sudan.

- United Nations volunteer require the following vaccines Diphtheria, Tetanus, Polio, Pertussis, Typhoid , Hepatitis A, Hepatitis B, Meningitis ACWY135, yellow fever, Rabies if locally available , Measles Mumps and Rubella
- The current official exchange rate between USD and South Sudanese Pound (SSP) is 18.15.
- Accommodation in the states is very basic, and mostly available at UN agency compound i.e. prefabricated units/containers or through local rentals. There is availability of utilities, water, and electricity in the accommodation.

14. Conditions of Service for national UN Volunteers

A 12 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) of \$890.00 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.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

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

Tobias Wollnik, Administrative and Human Resources Officer

Date: 03/03/2017

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

Waheeb Al-Eryani, UNV Programme Manager

Date: 09/03/2017

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.