

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SSDR000842--Coordination Officer

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

Country of Assignment	South Sudan
Host Institute	United Nations Development Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	24 Months
Expected Starting Date	01-07-2017
Duty Station	Juba
Assignment Place	Non-Family Duty station
Assignment Place Remark	

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Living Conditions

South Sudan is a complex duty station, which is classified as a non-family duty station and is categorized as Security Phase III. There is a UN imposed curfew due to security and crime issues. There is basic infrastructure in the capital city Juba and the country. There are several hotels that are approved by the UN for accommodation. There are several mobile telephone companies providing services and SIMs can be easily bought with credit vouchers. There are no fixed telephone lines.

The widely-used currency for business transaction is the South Sudan Pound (SSP). Banking facilities are available but limited; the use of bank credit and debit cards is very limited.

There are restaurants serving food from different regions of the world. Markets and shops are fairly well-stocked with food items, clothes and other household goods. There are also local markets for vegetables and other farm produce. The cost of living is generally high as almost all of the goods are imported.

Yellow Fever vaccination is highly recommended in South Sudan. Please note that without evidence of yellow fever vaccination, access to South Sudan is restricted.

UN personnel are provided medical services in the UN Agency clinic. Other medical services can be obtained at the UNMISS Level 2 hospital

Assignment Details

Assignment Title

Coordination Officer

Organizational Context & Project Description

The Resident Coordinator's Office supports the United Nations Country Team (UNCT) in South Sudan led by the Resident Coordinator, who is also the Deputy Special Representative of the Secretary General and the Humanitarian Coordinator as well as the Resident Representative of UNDP. The UNCT includes 20 UN agencies that are represented in South Sudan, and it works closely with the UN peacekeeping mission in South Sudan, UNMISS, as well as with the Humanitarian Country Team.

The UNCT has agreed on a new Interim Cooperation Framework (ICF) that will serve as a short-term strategy for UN support to development efforts in South Sudan in 2016-17 during the transitional period under the peace agreement. The ICF will be replaced by a

regular UNDAF, once a new national development framework is in place. Furthermore, the UNCT is developing a joint Business Operations Strategy (BOS) to guide common efforts to strengthen efficiency and value for money, and better coherence between operations and programmes. The UNCT agrees on an annual workplan and a cost-shared budget to support coordination and joint initiatives.

The UNCT participates in the wider aid architecture in South Sudan with a number of sector working groups. However, due to the conflict, donor coordination is weaker than the aspirations of the National Aid Policy, and the UNCT is ready to support a strengthening of donor coordination and overall aid effectiveness as this becomes increasingly possible.

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This UN Volunteer assignment is fully funded by the Government of Germany and is expected to contribute to the donor's objective of improving the linkage between bi- and multilateral development cooperation. In order to assess the achievement of this objective, the Resident Coordinator's office will be asked to complete a questionnaire at the end of the UN Volunteer assignment.

Sustainable Development Goals 17. Partnerships For the Goals

UNV Focus Area Peace building

Task description

Under the direct supervision of the Head of the RCO, the UN Volunteer will undertake the following tasks:

1. Ensure **effectiveness in UN Country Team (UNCT)** implementation of country strategic processes and products, including the Interim Cooperation Framework (ICF) and the coming Business Operations Strategy (BOS), Common Country Assessment (CCA) and United Nations Development Assistant Framework (UNDAF), as well as UN Joint programmes, focusing on:

Supporting the effective functioning of the UNCT and its sub-teams, including the Programme Management Team, the Operations Management Team and the UN Communications Group;

Supporting activities of outcome groups and operations networks under the ICF and the BOS, as well as other working group and task forces;

Supporting effective reporting on ICF and BOS implementation;

Supporting development of new strategies, policies and joint programmes/work plans in close consultation with UN Agencies aimed at reaching the SDGs.

2. Support the **implementation of the UNCT work plan**, including:

Assisting in preparing inputs to the UNCT work plan and budget, as well as monitoring and reporting on this in close cooperation with the different teams and UNDP's finance section as part of the RCO team;

Supporting execution of the UNCT workplan and cost-shared budget and help ensure appropriate project structure for the RCO to manage different funding sources, and prepare required budget revision drafts;

Coordinating and ensuring quality control procurement processes undertaken by the RCO, including timely preparation of required documents in accordance with UNDP policies and procedures.

Support quarterly progress reporting on the UNCT workplan for the RCO.

Support writing of reports and proposals to donors and other partners as required.

3. Promote **aid effectiveness**, focusing on:

Supporting and guiding the promotion of aid effectiveness principles and aid effectiveness initiatives.

Supporting UN participation in the sector coordination structures in South Sudan;

Supporting the linkage of the humanitarian coordination system with the development orientated sector groups in

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keeping with the principles of the Paris Declaration and Accra Agenda for Action;

Supporting UN participation in the nationally led Aid Information Management System;

Ensure facilitation of **knowledge management**, focusing on the following tasks:

Identification of knowledge management needs for the UN Country Team (CT).

Developing of a comprehensive database of UNCT activities under the ICF and the BOS.

Identification of sources of information related to coordination, identification and synthesis of best practices and lessons learnt directly to country policy goals.

Ensure effective **advocacy** of UN activities, focusing on the following activities:

Maintenance of systematic information on UNCT activities;

implementing of outreach strategy for partners of the UN system;

Managing of media and communication strategies of the UNCT;

Preparing of communication and advocacy materials;

Preparing of presentations, talking points and speeches for major advocacy events of the RC.

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.

Results/Expected Outputs

Strengthened accountability of the UNCT externally towards government and donors, and internally towards UNCT members for delivering results under the ICF;

Improved coherence, coordination and effectiveness of UNCT programs;

Strengthened efficiency of UNCT operations;

Strengthening of Delivery as One approaches;

UNCT workplan effectively implemented and reported on;

UNCT partnerships and participation in sector coordination structures strengthened;

System and approach to knowledge management for the UNCT and RCO developed;

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Communications strategy implemented together with implementation of advocacy and communications activities;

Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment.

Volunteerism applied and strengthened as part of the ICF M&E system.

- 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 Master degree or equivalent

Education - Additional Comments

Development studies, Economics, Public Administration, or related field.

Years of Required Work Experience 36 months

Experience Description

Relevant professional experiences. Experience from an International Organization and with the UN Coordination, Programming and operations is highly desirable

Language Skills

- English (Mandatory) , Level - Fluent

DoA Expertise

- Crisis and conflict prevention, mitigation, resolution and reconciliation (Mandatory)
- Political affairs and political reporting (Mandatory)
- Resource mobilization, partnership and donor coordination (Mandatory)

Additional Requirements for Area of Expertise

Need Driving Licence No

Competencies & Values

- Accountability
- Commitment and Motivation

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- Integrity
- Planning and Organizing
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service for International Specialist:

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) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) 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 US\$ 1,587. The VLA base rate is a global rate across the world, while the PAM is duty station/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 example, kindly enter the link [Calculator](#)

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 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 periodic home visit and for the final repatriation travel (if applicable). 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

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conduct, to the successful candidate.

Application Code SS DR000842-2059

Application procedure

If you have not yet registered in the UNV Talent pool, please apply by registering your profile at <https://vmam.unv.org> . Important: Once you have created your UNV account by validating your email address, please complete all sections of your profile. Go to 'My Page' section of your profile, click on the 'Special Calls' hyperlink and select the special call you would like to apply.

If you are registered in the UNV database, please update your profile at <https://vmam.unv.org/candidate/signup> Go to 'My Page' section of your profile, click on the 'Special Calls' hyperlink and select the special call you would like to apply.

Application deadline: 21 May 2017.

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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