

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SSDR000922--Programme Management Specialist

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	12 months
Expected Starting Date	01-12-2017
Duty Station	Juba
Assignment Place	Non-Family Duty station
Assignment Place Remark	Non-Family Duty Station

Living Conditions

13. Living Conditions:

South Sudan is a difficult duty station, which is classified as a non-family duty station as there is basic infrastructure in the capital city Juba and the country.

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

South Sudan is Security Phase III level. There is a UN imposed curfew from 7:00pm to 6:00am due to security and crime issues.

The widely used currency for business transaction is the South Sudan Pounds (SSP). The official exchange rate is currently at 120.00 SSP to the USD. Banking facilities are widely available but the use of bank credit and debit cards is limited.

There are several mobile telephone companies including ZAIN, Vivacell, Gemtel & MTN providing services and sim cards can be easily bought with cash after registration by the Service provider. There are no fixed telephone lines in South Sudan/Juba.

South Sudan electricity on the national grid is almost non-existent as it's switched on once in a while. The Capital Juba is powered by individual household generators. Running water is dependent on water tankers that deliver water to households

at a fee. UN regulations state that houses of staff members must have electricity and reimburses these costs incurred outside the accommodation rental cost.

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.

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

Programme Management Specialist

Organizational Context & Project Description

UNDP has been working in South Sudan for over 30 years. With the formation of the independent Republic of South Sudan in July 2011, UNDP established a Country Office and has staff working all over the country to help build government institutions. UNDP has maintained its presence in South Sudan despite significant challenges in the operating environment by adopting a flexible approach to its work with the Government of South Sudan.

Since the conclusion of the Agreement on the Resolution of Conflict in August 2015, UNDP aims to work in partnership with the Transitional Government of National Unity, non-governmental organizations, civil society organizations, community-based organizations, multilateral aid agencies, bilateral donors, academia, media and the private sector.

The overarching aim of UNDP is to support the progress towards peace and reconciliation, early recovery and governance, and towards the new Sustainable Development Goals (SDGs).

UNDP in South Sudan focuses its programmes on: democratic governance and stabilization; human development and inclusive growth; and gender equality and women's empowerment. UNDP aims to work in partnership with the Transitional Government of National Unity, non-governmental organisations, civil society organisations, community-based organisations, multilateral aid agencies, bilateral donors, academia, media and the private sector, providing policy advice, technical support, advocacy and contributions to strengthen real improvements in the lives of South Sudanese people.

The Strategy and Analysis Unit (SAU) works as an enabler supporting the design and execution of the **South Sudan Development Strategy**, and supporting stakeholders to align to it. It is done through two projects – evidence for economic and social transformation, and Africa's engagement in global development. The unit supports government to design and execute development strategies, enabling the whole-of-society to align to the strategies through their voice and strengthens their capacities to organize for appropriate action.

The UNV's key tasks will be programme design, management and resource mobilization with the unit of strategy and analysis at UNDP in South Sudan. The UNV will report to the Economics Advisor, who is also provides leadership to the Unit. UNDP is composed of 4 units responsible for: strategy, governance, growth, and fund management with more than 200 staff deployed across the country.

Sustainable Development Goals

17. Partnerships For the Goals

UNV Focus Area

National capacity development via volunteer schemes

Task description

Under the direct supervision by the Economics Advisor, the IUNV will undertake the following tasks underlined under the 3 broad actions.

- Coordinate with stakeholders and relevant units in United Nations on the design of South Sudan Development Strategy;
- Prepare concept notes, activity designs, and proposals for field or partner level activities or discussions that will contribute in crafting the Strategy;
- Support in administrative and financial preparations required of the Unit;

Support in writing reports required of the Unit;
 Support partners in writing proposals and budgets relevant to the strategy development and bringing about voices of the partners; and
 Perform advocacy and networking activities relevant of the job

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

The design and execution of the South Sudan Development Strategy is effectively supported.
 Resources are mobilized towards country office programme and in particular towards the design and execution of development strategies, and whole of society voices and capacities are strengthened to make a unique and significant contribution.
 Programmes are designed and effectively managed.

- 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 Bachelor degree or equivalent

Education - Additional Comments

Education:

Bachelor's Degree relevant of the post; Master's Degree and advantage in development, social sciences, political sciences, management or other relevant fields. Additional qualifications in resource mobilization is an added advantage

Years of Required Work Experience 36 months

Experience Description

Minimum 3 years of relevant work;
 Proven management experience with sound knowledge and experience in all aspects of Programme cycle (design, implementation, monitoring & evaluation);
 Proven skills in effective fundraising, resource mobilization and donor relations;
 Proven experience in partnership building and networking;
 Dedication to the United Nations principles, to promotion of equal rights of men and women, and respect for cultural, ethnic and religious diversity.

Language Skills

- ENG (Mandatory) , Level - Fluent
- And One of these - ARA (Mandatory) , Level - Working Knowledge

DoA Expertise

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 F. +49 (0) 228-815 2001 W. www.unv.org

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

- Development programme management Mandatory
- Monitoring and evaluation Mandatory
- Resource mobilization, partnership and donor coordination Mandatory

Additional Requirements for Area of Expertise

Computer skills: Microsoft Office

Additional qualifications and experience in programme design, management and resource mobilization is an added advantage qualifications.

Advanced computer skills and strong knowledge of various software including Excel, PowerPoint and Word;

Previous experience in South Sudan is an advantage

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- 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](#)

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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 conduct, to the successful candidate.

Application Code

SSDR000922-2253

Application procedure

Eligible candidates must be between 18 and 29 years of age throughout the entire duration of their service, i.e. born between 31 March 1989 and 1 February 2000. Deadline for applications is 8 October 2017.

** Not yet registered in the UNV Talent Pool?*

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

** Already registered in the UNV Talent Pool?*

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

This assignment is funded by Norway, only Norwegian nationals are eligible to apply.

Application deadline: 8 October 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.