UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BWAR000003--Associate Political Affairs 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	Botswana
Host Institute	United Nations Secretariat
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Gaborone [BWA]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

The DPA SALT Office is based in Botswana's capital city of Gaborone, which is a family duty station. Gaborone is located a few hours' drive from Johannesburg's O.R. Tambo Airport, providing excellent transport connections. The UN Volunteer will be expected to undertake travel to other countries in the Southern Africa region to support preventive diplomacy and sustaining peace initiatives. Depending on external factors, including political developments in the region, the UN Volunteer may spend an extended amount of time on duty travel outside of the SALT Office. Focus countries for travel in the region include Madagascar and Comoros. Field visits to on-going projects in these countries may include remote areas subject to non-family and hazardous duty station classification. It is therefore essential that the UN Volunteer is aware of the need to undertake extensive mission travel to a variety of country situations.

Assignment Details

Assignment Title Associate Political Affairs Officer

Organizational Context & Project Description

The Associate Political Affairs Officer will be based in the DPA Liaison Team to the SADC Secretariat (SALT) in Gaborone, which forms part of the United Nations Department of Political Affairs (DPA) and reports to Africa 1 Division (UN Secretariat, New York) through the Southern Africa and Indian Ocean Team (SAIOT). The core functions of Africa 1 Division / SAIOT are in the area of conflict prevention, peace-making and post-conflict peace-building. Its key responsibilities are to monitor developments in the Southern Africa and Indian Ocean Region and provide UN leadership, including the Under-Secretary-General for Political Affairs and Secretary-General, with analytical reports and briefing notes, to provide substantive and operational backstopping to Resident Coordinators in the field as well as to support and provide substantive servicing of the Security Council and General Assembly on matters pertaining to the region, including through the preparation of briefings and reports. SALT also works on advancing cooperation on sustaining peace and security with sub-regional organisations such as the Southern African Development Community (SADC). SALT covers countries throughout the Southern African and Indian Ocean region, and undertakes frequent mission travel, including to field locations throughout the region.

The DPA SALT Office was established in 2010 following consultations between the SADC Secretariat and the Department of Political Affairs. The main goals of SALT are to: (i) strengthen and enhance cooperation between SADC and DPA in the areas of conflict prevention, resolution and management, (ii) support capacity-building activities devised to strengthen SADC's conflict prevention capabilities, including in the areas of preventive diplomacy and mediation, (iii) conduct regular consultations with SADC Secretariat staff in order to identify potential areas of cooperation, (iv) work as a liaison between DPA and SADC for matters related to peace and security, and (v) implement jointly defined programmes of work in selected areas identified by the SADC Secretariat related to conflict prevention.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

UNV Focus Area Peace building

Task description

Under the direct supervision of the Head of SALT (Senior Political Affairs Officer) and under the overall supervision of the Team Leader for SAIOT, the UN Volunteer will undertake the following tasks:

- Contribute to the on-going analysis of political developments in the Southern Africa region, with a focus on francophone countries/organisations (Madagascar, Comoros, Mauritius, Seychelles, Indian Ocean Commission) and assist in the drafting of substantive documents and reports (analytical notes, talking points, etc);
- Assist SALT in on-going liaison work with the SADC Secretariat;
- Contribute to thematic/comparative reports on regional dynamics on topics such as land rights, youth and the Women, Peace and Security agenda;
- Closely monitor news in countries covered by the Team and draft comprehensive news clippings and other media analysis reports;
- Support DPA's evolving cooperation in the area of peace and security with the Indian Ocean Commission;
- Maintain close working relations with UN Country Teams, PBF and other relevant UN partners active in the region;
- As required, undertake missions in the region to support UN delegations, UN Country Teams and DPA projects or workshops;
- Play a proactive role in reaching out to think tanks, academia and civil society in the SADC region to enhance the quality and breadth of political analysis;
- Provide administrative and substantive support to various workshops, events, XB projects, and other activities implemented by DPA in the region;
- Service substantive meetings as required, including note-taking;
- Provide support to RC offices and UNCTs in the region as well as internal United Nations coordination mechanisms;

Undertake other relevant tasks and assignments as requested.

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

High quality, well-researched and pro-active analysis of political developments in assigned countries, in support of DPA's mandate of sustaining peace through peacebuilding and preventive diplomacy;

Effective substantive and logistical support of UN delegation visits to the region, especially francophone Indian Ocean countries;

Strengthened partnership with the Indian Ocean Commission;

Independent and timely drafting of press clippings, analytical updates, briefing notes, talking points and other documents;

Professional support for SALT/SAIOT workshops, activities and projects;

Comprehensive notes on any activities the UN Volunteer participated in, especially following official travel;

The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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 development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

• 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 dur-ing 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

Master's degree in International Relations, Political Science or related discipline.

Required experience 36 months

Experience Remark

At least 3 years of relevant work experience in political affairs, government, diplomacy, peacebuilding, conflict resolution or international development.

Computer skills: solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment.

Have affinity with or interest in the international development agenda, volunteerism as a mechanism for durable development, and the UN System.

Language Skills

- English (Mandatory) , Level - Fluent
- And One of these - French (Mandatory) , Level - Fluent
- AND - Portuguese (Optional) , Level - Working Knowledge

Area of Expertise

- Political affairs and political reporting Mandatory
- Crisis and conflict prevention, mitigation, resolution and reconciliation Optional
- Other development programme/project experience Optional

Area of Expertise Requirement

Prior experience in political analysis and reporting is essential, preferably in the context of Sub-Saharan Africa. Proven ability or interest to work with government officials or International, Regional or Sub-Regional organisations is an asset.

Need Driving Licence Yes

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- 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$ 1,602. 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 conduct, to the successful candidate.

Application Code BWAR000003-2740

Application procedure

Application procedure

If you have not yet registered in the UNV Talent pool, please apply by registering your profile at https://vmam.unv.org/candidate/signup. 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/ 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: 18-05-2018

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.