

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

GNBR000045--Political Affairs Officer (National reconciliation)

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	Guinea Bissau
Host Institute	UN PKO in Guinea-Bissau
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Bissau [GNB]

Assignment Place Remark

Living Conditions

Capital: Bissau; Population of Guinea-Bissau: 1.449.230 (45 % Muslims and 10% Catholic, 45% other), according to 2009 Population and Housing census.

Climate: Bissau approx. 25°-30°; Rainy season from June to October

Health: The health sector is very precarious. The United Nations have their own health center for basic health care services.

Language: Official language: Portuguese; Spoken language: Creole; Working language at the United Nations: English and French.

Electricity and Communications: Some areas of Bissau have electricity nearly 24 hours per day, others depend on generators. There are several internet cafes in Bissau.

The country code is 245. MTN and Orange are the mobile phone companies in the country.

Money/Banking: There is access to banks and to 24/7 local ATM services.

Security: Although there is a certain political instability, the day to day life is calm. Neither the International Community nor the population of Guinea-Bissau is not affected the political instability. The UN staff members are equipped with Codan Radios (VHF) for

Assignment Details

Assignment Title Political Affairs Officer (National reconciliation)

Organizational Context & Project Description

The United Nations Integrated Peacebuilding Office in Guinea-Bissau (UNIOGBIS) is headed by the Special Representative of the Secretary-General (SRSG), who is supported by Mission's substantive components (Political Affairs Section, Rule of Law and Security Institutions, Human Rights Section, Gender Unit, Public Information Unit) and backed by the Mission Support Section (Human Resources, Finance, Logistics, Transport). As part of the United Nations integrated efforts to advance peacebuilding and development in Guinea-Bissau, UNIOGBIS works in close collaboration with agencies, funds and programmes in the United Nations country team, including UNDP, UNICEF, UNFPA, WFP, FAO, WHO, UNHCR, UNODC, IOM and UN-Women.

The Political Affairs Section (PAS) provides substantive support and advice to the SRSG to advance his good offices and the Mission's mandate, including, inter alia, in support of: the implementation of the Conakry Agreement and the facilitation of an inclusive political dialogue and national reconciliation process; the electoral process to ensure inclusive, free and credible legislative elections in 2018; the expedition and completion of the review of the Constitution; and the strengthening of democratic institutions and enhancement of the capacity of State organs to function effectively and constitutionally. PAS partners include, among others, agencies, funds and programmes in the country team and a range of State institutions and national civil society organizations.

In collaboration with UNIOGBIS substantive components, UNDP, UN-Women and a range of national civil society organizations, UNIOGBIS/PAS is implementing the project "Support to political dialogue and national reconciliation in Guinea-Bissau", funded by the Peacebuilding Fund (PBF), to foster constructive dialogue towards political and institutional stabilization in Guinea-Bissau. The project, which will run between January 2018 and June 2019, will concurrently focus on:

- i. supporting the continuation of facilitation and mediation efforts emanating from the Women's Forum for Peace (WFP) to foster a space for dialogue between the parties to the current political crisis towards the implementation of commitments made to resolve the crisis;
- ii. strengthening inclusive and sustainable national capacities for dialogue and mediation with effective mechanisms to engage in constructive dialogue early on when tensions arise, and to prevent escalation into political and institutional crises;
- iii. enhancing the technical capacity of social actors to engage with national authorities on the design and monitoring of key State and institutional reforms, and enabling the creation of space for national dialogue on the technical aspects, legal options and roadmap of activities required to implement such reforms;
- iv. supporting the Organizing Commission for the National Conference (OCNC) in continuing its preparations for the National Conference "Paths to Peace and Development", which, by generating positive and unified social attention on the issue of reconciliation, can mitigate otherwise divisive political discourse.

The UN Volunteer will contribute to project implementation by assisting the Organizing Commission in its preparations for the National Conference. The Organizing Commission was established by the National Assembly in 2009 to organize a national conference that would serve as platform for a nation-wide discussion on the root causes and consequences of conflict in Guinea-Bissau and on possible options for initiating a national reconciliation process. The project will enable the OCNC to undertake the bulk of the preparatory work for the National Conference, including through, inter alia, capacity-building initiatives to members of the OCNC and a nation-wide sensitization and awareness-raising campaign on national reconciliation and OCNC activities. The UN Volunteer will work in co-location in the OCNC offices (80 per cent of the time) and UNIOGBIS/PAS (20 per cent).

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

UNV Focus Area Peace building

Task description

Under the overall supervision of a designated Political Affairs Officer at UNIOGBIS/PAS, the UN Volunteer will work directly with the

Organizing Commission to provide specialized support on national reconciliation and transitional justice issues, and assist in the organization and implementation of project activities undertaken by the OCNC. To that end, the UN Volunteer will undertake the following tasks:

Specialized support on national reconciliation

- Produce analytical pieces and summaries on issues of relevance to the work of the OCNC, and provide on-the-job mentoring, training and advice to OCNC members on national reconciliation and transitional justice issues
- Support the OCNC in the promotion of upstream and downstream initiatives on national reconciliation, including in its liaison with Government institutions, civil society organizations and other relevant partners
- Support conflict mapping and analysis, monitoring and evaluation, and lessons learned studies/missions in support of OCNC activities
- Enhance the visibility of the OCNC by drafting and contributing to reports and external communication pieces
- Provide secretariat support to the regular functioning of the OCNC, including by organizing meetings and preparing meeting minutes

Organization and implementation of project activities

- In collaboration with the OCNC and the Project Coordinator, contribute to the planning of project activities, including by producing and/or reviewing background and activity-specific materials (e.g. statements, training materials, external communication pieces), concept notes, work plans and budgets
- Assist in the implementation and follow up of project activities, including by accompanying the OCNC in visits/missions, producing meeting summaries and reports of meetings/missions, and contributing to the monitoring and evaluation of the project
- Other related tasks, as required, for ensuring successful and timely project implementation

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 OCNC capacity to deliver on its mandate, including in documenting day-to-day activities, preparing internal and external reports, producing analysis and making recommendations to advance preparations for the National Conference and towards a national reconciliation process
- Project Manager is provided with high-quality materials in support of project implementation, namely on OCNC-related activities

- 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

Type of degree: Master's degree in political science, international relations, peace and conflict studies, social sciences, development studies, law, human rights, or a related area is required. Additional certification focusing on national dialogue and reconciliation processes, transitional justice, social work or peacebuilding is an asset.

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

Required experience

36 months

Experience Remark

A minimum of three (3) years of relevant experience in international relations, political affairs, diplomacy, human rights, peacebuilding or a related area, of which at least one (1) in assignments relating to national reconciliation and transitional justice issues, is required.

Experience drafting high-quality texts, documents and/or reports is required.

Experience working with Government representatives, civil society organizations and development partners is desirable.

Experience in delivering and/or preparing trainings, including preparing background materials, is an asset.

Professional experience focusing on West African peace and conflict issues, national reconciliation processes and transitional justice mechanisms is an asset.

Language Skills

- English (Mandatory) , Level - Fluent
- AND - Portuguese (Mandatory) , Level - Fluent
- AND - French (Optional) , Level - Working Knowledge

Area of Expertise

- Governance and decentralization Mandatory
- Political affairs and political reporting Mandatory
- Development programme/project administration Mandatory

Area of Expertise Requirement**Need Driving Licence**

No

Competencies & Values

- 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.

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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 GNR000045-2742

Application procedure

If you have not yet registered in the UNV Global 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 for.

If you are already 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 for.

Application deadline: 27 May 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.

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