

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BFAR000212--Education 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

<b>Country of Assignment</b>	Burkina Faso
<b>Host Institute</b>	United Nations Children's Fund
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	30-09-2021
<b>Duty Station</b>	Ouagadougou [BFA]
<b>Assignment Place</b>	Family Duty Station

### Assignment Place Remark

Family Duty Station

### Living Conditions

Ouagadougou is a family duty station in Burkina Faso. The country has relatively good infrastructures, running water, electricity, sanitation and housing. In view of recent terrorist attacks and inter-community conflicts, it is imperative that all UN Volunteers familiarize themselves with the security guidelines and the situation upon arrival in the country.

United Nations Volunteers should be aware that they are exposed to a number of tropical diseases in Burkina Faso. Vaccination against yellow fever is compulsory to enter Burkina Faso. The other compulsory vaccinations are hepatitis A, B and tetanus, which are available free of charge from the medical services in Ouagadougou. All United Nations Volunteers have 24-hour access to a medical services clinic. Burkina Faso has a hot and dry climate with a long dry season. It is therefore advisable to bring light clothing. Various mobile phone companies operate in Burkina Faso. SIM cards are available at the airport or in shopping malls.

# Assignment Details

**Assignment Title**

Education Officer

**Organizational Context & Project Description**

UNICEF promotes the rights of every child everywhere and in everything the Organization does - in programs, in advocacy and in operations. The equity strategy, which focuses on the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have the opportunity to survive, develop and reach their full potential, without discrimination or favoritism. To the extent that every child does not have equal chance in life - in social, political, economic, civic and cultural dimensions - their rights are violated. It is increasingly clear that investing in the health, education and protection of a society's most disadvantaged citizens - by tackling inequality - will not only result in more children realizing their potential, but this will also lead to sustained growth and stability of countries. This is why emphasizing fairness is so vital. It accelerates progress towards the realization of the human rights of all children, the universal mandate of UNICEF as defined by the Convention on the Rights of the Child, while supporting the equitable development of nations.

UNICEF has been present in Burkina Faso since 1978. Our organization supports the government and civil society for the implementation of programs and policies for the realization of children's rights.

**Sustainable Development Goals**

4. Quality Education

**Task description**

Under the direct supervision of the Education Chief, the UN Volunteers will undertake the following tasks:

- Assist the education in achieving key results for children in **KRC #3 - Equitable and Sustainable Access to Education** and **KRC #4 – Improving Learning Outcomes** by supporting programme management, monitoring and delivery of results in education
- Work closely and collaboratively with internal colleagues and partners to discuss strategies and methodologies, and to determine national priorities to ensure the achievement of concrete and sustainable results.
- Provide technical and operational support throughout all stages of programming processes and to ensure integration, coherence and harmonization of programmes/projects with other UNICEF sectors and achievement of results as planned and allocated.
- Participate in monitoring and evaluation exercises, programme reviews and annual reviews with the government and other counterparts to assess progress and to determine required action/interventions to achieve results.
- Prepare and assess monitoring and evaluation reports to identify gaps, strengths and weaknesses in programme management.
- Identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.
- Actively monitor programmes/projects through field visits and surveys, and exchange information with stakeholders to assess progress, identify bottlenecks and potential problems, and take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.
- Prepare regular and mandated programme reports for management, donors and partners to keep them informed of programme progress.
- Provide technical guidance and operational support to government counterparts, NGO partners, UN system partners and country office partners and donors on interpretation, application and understanding of UNICEF policies, strategies, processes and best practices and approaches on education and related issues to support programme management, implementation and delivery of results.

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- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- 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 full implementation of the 2021-2022 rolling workplan for the Education is supported.
  - One partnership agreement with a local or international NGO under current funding is developed, implemented, and monitored over a pre-determined period.
  - The capacities of (I)NGOs partners and coordination are strengthened, and they are able to deliver quality data on programme implementation.
  - Evidences are produced/collected every quarter on access and quality education standard indicators for the implementation of activities by education partners such as divisions of the Ministry of Education and NGOs.
  - NGOs partners are supported for the delivery of education activities, inclusion of cross-sectoral actions, and community engagements in order to achieve quality results for children in the domain of education.
  - The age, gender and diversity perspective is systematically applied, integrated and documented in all activities throughout the assignment.
  - Reports and proposals for donors on quality and access to education for all children are 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 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

Bachelor degree or master's degree in the field of education, development or an equivalent field is expected

**Required experience** 36 months

### Experience Remark

Experience in managing the following funds: Swiss Fund, Education Cannot Wait, Peacebuilding Fund, is an asset.

### Language

- French (Mandatory) , Level - Fluent
- AND - English (Mandatory) , Level - Fluent

### Area of Expertise

- Special needs education and literacy Mandatory
- Other development programme/project experience Mandatory

### Area of Expertise Requirement

Education; Development; Reporting; Monitoring and Evaluation.

**Need Driving Licence** No

## Conditions of Service and other information

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W. [www.unv.org](http://www.unv.org)

*We are inspiration in action*

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

**Conditions of Service for International Specialist:**

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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\$ 1,682. 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 UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

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.

### **Supervision, induction and duty of care of UN Volunteers** ([Roles and Responsibilities of Host Entity](#))

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme;
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

#### **Application Code**

BFAR000212-10471

#### **Application procedure**

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**\* 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.

**Application deadline:** 26-09-2021

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/QkZBUjAwMDIxMg==>

**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.*