UN VOLUNTEER DESCRIPTION OF ASSIGNMENT
CAFRO00820--UNV Planning 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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Central African Republic</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>UN Mission in CAR</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>until 30-06-2022</td>
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<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Bangui [CAF]</td>
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<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
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</tbody>
</table>

Assignment Place Remark
Assignment is renewable on an annual basis (1 July - 30 June) up to a maximum of 4 years. Contract renewals are granted based on Mission mandate, availability of budget, operational necessity and satisfactory performance. Duty station can change in the course of an assignment based on operational necessity; UN Volunteers may be required to work anywhere in the area of operations of the host organization, including in remote locations.

Living Conditions

The Central African Republic is a non-family duty station with a difficult security and working environment. Security instructions from the UN Department of Safety and Security (UNDSS) need to be strictly complied with in all duty stations. The country security level is between 3 and 5, restricting movement to official travel only. Currently a curfew applies from 8 pm to 5 am.

The country is landlocked, with very limited travel possibilities, and surrounded by countries with volatile and security...
problems (Cameroon, Chad, DRC, Sudan, South Sudan). There is an unstable socio-political situation and social unrest and grievance, in particular in the capital city Bangui, with frequent civil servant strikes causing interruption of health, education and civil service, due to years of unpaid salaries. Power cuts are a norm, causing insecurity in the city. The population in Bangui, including the expatriates, is concerned about increasing crime as a direct result of the March 2013 coup by the SELEKA, a coalition of rebel groups, and events in December 2013 that carried the country into chaos. The country is entirely dependent on the Cameroon seaport, situated 1500 km away, causing regular shortage of basic domestic goods. Travel time for a truck from Douala in Cameroon to Bangui averages a week because of very bad roads and roadblocks along the way.

This situation puts tremendous stress on personnel. There are very limited medical infrastructures and services do not function properly. Living conditions are difficult due to the high cost of living and the scarcity of basic products and food. Supermarkets having all variety of food and appliances are available, but are costly. Fresh vegetables and fruits are available in the market.

There is no MINUSCA Guest House in Bangui. Private accommodation possibilities are limited and getting a house that is compliant with UN security measures can take several weeks. UN personnel in Bangui live on the local economy by renting apartments and houses. In comparison to a few years ago, more accommodation is available now, but at high cost. Sharing accommodation is recommended. Currently all serving UN Volunteers have access to decent accommodation ensuring minimum standards of comfort. The average monthly cost for accommodation varies from around 1000 USD for a small apartment with basic furniture, but no power generator and interrupted running water supply, to 2,000+ USD with all commodities.

A UN Dispensary provides basic medical care for UN personnel and a UN hospital has been operational since August 2014. A Level II Hospital run by a military medical team exists as well. Only four airlines officially recognized by the UN System serve the country: Air France (twice a week), Royal Air Maroc (twice a week), Kenya Airways (three flights per week) and Asky (three flights per week). Flights are sometimes subject to cancellation when security situation volatility increases.

The town of Bria (Sector East HQ) is located in eastern CAR, approximately 600 km from Bangui. The security situation is stable there (no need for escorts). MINUSCA has constructed a tented camp for civilian personnel with air-conditioned and acceptable standards, as well as prefabricated accommodation camps. There are catering services provided by a commercial entity on a payment basis. The local market is also well-furnished with basic goods. There is Level 2+ fully equipped military hospital in the Bria Green field, where all civilian and military camp components are situated.

The town of Bouar (Sector West HQ) is located in western CAR, approximately 500 km from Bangui, where living conditions are quite acceptable. The local market is open every day and well-furnished with seasonal fruit and basic goods. A military Level I clinic exists, but the mission has plans to establish a better facility. MINUSCA has constructed a tented camp for civilian personnel with air-conditioned and acceptable standards, as well as prefabricated accommodation camps and office units. There are also catering services provided by a commercial entity on a payment basis. The security situation is stable, but escorts are needed in some cases.

The town of Kaga Bandoro (Sector Centre HQ) is located in the centre of the country at 320 km from Bangui. The living conditions are similar to the ones prevailing in Bria.

A Rest & Recuperation (R&R) scheme has been re-established since August 2013 and maintained for all CAR duty stations at a 6-week frequency.

The Central African Republic is a unique country and MINUSCA is a unique operation. It provides for an interesting and enriching environment, but also requires a mature level of cultural and security awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.
Organizational Context & Project Description

Concerned with the security, humanitarian, human rights and political crisis in the Central African Republic and its regional implications, the Security Council authorized on 10 April 2014 deployment of a multidimensional United Nations peacekeeping operation – MINUSCA, with the protection of civilians as its utmost priority. Its other initial tasks included support for the transition process; facilitating humanitarian assistance; promotion and protection of human rights; support for justice and the rule of law; and disarmament, demobilization, reintegration and repatriation processes. The newly established mission subsumed the UN Integrated Peace building Office in the Central African Republic (BINUCA) on the date of the establishment and has been set to take over authority in military and police matters from the African Union-led peacekeeping operation – MISCA – on 15 September 2014. (http://www.un.org/en/peacekeeping/missions/minusca/).

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Within delegated authority and under the direct supervision of the Senior Mission Planning Officer, the UN Volunteer Planning Officer will:

- Conduct research and write initial drafts of document segments, contribute to development, implementation and monitoring of strategies to maximise the individual and collective impact of the UN’s response in the country of deployment, concentrating on mandated tasks and activities required to consolidate peace, through a strategic partnership between the Mission and the UN Country Team.
- Provide secretariat support and technical assistance to meetings chaired or organized by the Strategic Planning Unit, as required.
- Contribute to the development and implementation of an UN Integrated Strategic Framework or an UN Sustainable Development Cooperation Framework in collaboration with the UN Country Team, including a system for monitoring and evaluation of progress.
- Make suggestions and draft inputs for regular reports and relevant strategic documents for review and approval by the Senior Mission Planning Officer,
- Contribute to the elaboration and updating of various strategic planning documents which, building on the vision of the SRSG, translate the mission mandated tasks into a form that fuses objectives timelines and expected outcomes into a coherent whole, serving as authoritative guides for the development and implementation of Mission component plans.
- Provide background information and drafts documents for review and approval by the Senior Mission Planning Officer in order to support Mission components in development of component-level plans, including to ensure coherence with the Mission’s overall strategic direction and planning tools, and to support joint and integrated planning between Mission components, UNCT members and other relevant partners in accordance with the IAP guidelines and senior management guidance.
- Contribute to the preparation of the Mission Results-Based Budget (RBB) framework and performance reports, including through drafting and consolidation of inputs as required for budget monitoring and performance reporting as well as for audits.
- In coordination with all Mission components, supports the development, implementation and monitoring frameworks of progress in peacebuilding in the country as well as performance of the Mission, notably through the implementation of the Comprehensive Planning and Performance Assessment System (CPAS).
- Performs other related duties, as required by the direct supervisor.

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.
Integrated planning mechanisms at field level function in accordance with relevant policy guidelines.

Comprehensive Planning and Performance Assessment System (CPAS) is well maintained and regularly updated allowing the Mission to use it to assess its impact.

Results Based Budget is consistent with other planning processes and documents supported.

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.

- 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
Master's Degree in Political Science, Law, Economics, Management, International Development, or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Professional training in the areas of planning, monitoring and evaluation, programme management and/or coordination is an asset.

### Required experience
36 months

### Experience Remark
Experience in the areas of strategic planning, monitoring and evaluation, programme management and/or coordination highly desirable.

### Language
- French (Mandatory), Level - Working Knowledge
- AND - English (Mandatory), Level - Fluent

### Area of Expertise
- Database design, administration and maintenance Optional
- Monitoring and evaluation Optional
- Other development programme/project experience Mandatory

### Area of Expertise Requirement

### Need Driving Licence
Yes

### Competencies & Values
- Accountability
- Client Orientation
Conditions of Service and other information

Condition of Service

Application Code CAFR000820-9765

Application procedure

* 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: 20-06-2021

doa.apply_url https://vmam.unv.org//candidate/show-doa/Q0FGUjAwMDgyMA==

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.