

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### CAFR000827--Contingent-Owned Equipment (COE) Assistant

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

#### 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 4, restricting movement to official travel only. Currently a curfew applies from 10 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 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 a variety of food and consumer goods are available, but are costly. Fresh vegetables and fruits are available in the market.

There is no MINUSCA guesthouse 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 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 Bria.

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.

## Assignment Details

### Assignment Title

Contingent-Owned Equipment (COE) Assistant

### 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

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

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. See <http://www.un.org/en/peacekeeping/missions/minusca/>.

## Sustainable Development Goals

## 16. Peace, Justice and Strong Institutions

### Task description

Under the overall supervision of the Head of Unit, and his / her deputy, the incumbent will have to provide general administrative and operational support by performing the following tasks and responsibilities:

- Assisting day-to-day office operations/office tasks, including technical and clerical functions
- Updating and maintaining the COE daily and weekly agenda
- Keeping of electronic and hard copies of files up-to-date.
- Providing support for Verification Reports (VRs) processing, tracking the VRs provided by COE teams, collecting all necessary signatures and provide inputs to operations/database manager for VR status report.
- Ensure soft copies of all verification reports are uploaded accurately to the COE shared drive (COSMOS).
- Maintain hardcopy archives of verification reports and executive summaries.
- Coordinating the receipt and processing of Monthly Equipment Status Reports sent by respected contingents.
- Liaising with COE team members and acquire daily tasks for submission of DDMS weekly activities report
- Ensuring the Troop Strength Reports are submitted to COE by the Military FHQ and Police Coordination cells and assisting in the reports' validation and monthly submission process
- Monitoring the status of vehicle Maintenance and Leave Plans
- Ensure that stationary and general office supplies stocks are maintained and replenished in a timely manner.
- Assisting inspection teams when necessary to raise MOPs and travel authorization requests.
- Preparing all necessary documentation for Inspectors in relation with pre-inspection briefings and worksheets to conduct verification Inspections
- Data entry to the COE database and shared drive update under the supervision of the Database Manager
- Participate in COE verification inspections when required;
- Assist with remote administrative support to COE Inspection teams while in the sectors when required
- Perform other related duties as required by Chief COE Unit.

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

- Timely administrative support to Chief COE Unit and team members is provided
- Accurate filing system both in soft and hard copy format is maintained
- Accurate tracking of the quarterly verification reports is maintained
- Timely weekly and monthly reports submissions
- Accurate COE records in the COE database and share drive are kept
- Active participation in COE verification inspections;
- Sufficient stock of stationery and office supplies are maintained and replenished in a timely manner.
- All travel requests and travel authorization are submitted and approved to ensure there is no delays in COE staff travel plans
- 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

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**Required Degree Level** Technical/Vocational diploma

**Education - Additional Comments**

Business Administration, technical degree, or any other relevant field.

**Required experience** 24 months

**Experience Remark**

At least two years of relevant professional experience (previous working experience with UN or international organization is desirable).

**Language**

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

**Area of Expertise**

- Other premises management/maintenance, supply, or purchasing related experience Optional
- Administration and administrative assistance Mandatory
- Other security and protective services experience Optional

**Area of Expertise Requirement**

Experience in data collection and database management . Ability to generate various reports.

**Need Driving Licence** Yes

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Communication
- Integrity
- Judgement and Decision-making
- Planning and Organizing
- Professionalism
- Self-Management
- Technological Awareness

# Conditions of Service and other information

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**Condition of Service** [Click here to view Conditions of Service](#)

**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**

CAFR000827-10138

#### **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:** 02-08-2021

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/Q0FGUjAwMDgyNw==>

**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.*