

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CODR000748--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

Country of Assignment	Democratic Republic of Congo
Host Institute	United Nations Children's Fund
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Kinshasa [COD]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

The Democratic Republic of Congo is the third largest country in Africa, and as a result is quite diverse.

Living conditions therefore vary between duty stations, with all usual amenities present in the capital Kinshasa, but only very basic conditions in remote duty stations in the provinces, where, for instance, there may be no guarantee of public power supply nor running water. The ability to live and work in difficult and harsh conditions of developing countries is essential.

Accommodation is very expensive in both Kinshasa and Lubumbashi. Supermarkets exist in the large towns (e.g. Bukavu, Kisangani), but consumer items are generally very expensive (as everything is imported). For food, local markets offer a much cheaper alternative.

All duty stations are considered non-family duty stations, except for Kinshasa and Lubumbashi which are now considered family duty stations, and most are currently under UN Security Phase III ("relocation phase": internationally-recruited staff are temporarily concentrated or relocated to specified sites/locations). In addition to insecurity related to the relatively volatile political situation as well as various conflict situations, certain places are subject to increasing street and residential crime, including in Kinshasa and Goma.

Certain vaccinations are mandatory for United Nations personnel to enter the DRC, while others are compulsory for all other incoming persons. It is possible for incoming UN University Volunteers, to be asked to provide proof of some or all vaccinations. All UN University Volunteers must ensure that they are up-to-date with all appropriate vaccinations, which should be clearly and properly endorsed in the International Certificate of Vaccination ("carte jaune"). Malaria is present virtually throughout the DRC, and it is therefore recommended to take prophylaxis.

The unit of currency is the Congolese Franc. The US dollar is the other preferred currency. It may be impossible to exchange traveller's checks away from the capital city. Credit cards are usually accepted in major hotels only in Kinshasa.

In addition to French, there are four major spoken languages in DRC, namely Lingala, Kikongo, Tshiluba and Swahili.

Assignment Details

Assignment Title

Education Officer

Organizational Context & Project Description

The DRC has made significant progress towards universal access to primary education, with a primary net rate of admission that increased from 50 per cent in 2010 to 75 per cent in 2019. The beginning of 2020 saw an impressive increase in the number of children attending primary schools following the government's abolition of direct fees for basic education (primary and lower secondary) in 2019. Before the COVID-19 pandemic, some schools had doubled the number of students compared to the previous year resulting in overcrowded classrooms reaching up to 100 students per class. However, the closure of schools between March and October 2020, and in mid-December 2020 resulted in the disruption of education for more than 27.5 million learners. For the education sector, the COVID-19 crisis worsened an already precarious situation in the country.

In 2020, UNICEF's efforts were focused on supporting the government with distance education programs and safe school reopening. UNICEF supported the government with the design and implementation of innovative distance and home-based learning approaches to ensure the continuity of education following school closures in March 2020.

UNICEF's programmatic priorities for the period of 2021-2022 are focused on the supporting the government in the following areas:

- Improving the education management system and accountability from the community to national levels;
- Increasing equitable access, retention and quality of education opportunities so that vulnerable child and adolescent girls and boys learn and transition to work;

Ensuring children and adolescent girls and boys affected by emergencies have continued access to safe and protective learning centers

Sustainable Development Goals

4. Quality Education

Task description

This UNV position will provide to the incumbent opportunity to improve understanding of concrete implementation of education strategies and programs.

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

1. Support to education programme development, implementation and planning

- Support the preparation, design and updating of the situation analysis to ensure that evidence guides UNICEF DRC's education in development and emergencies programmes/projects.
- Participate in strategic programme discussions on education program. Formulate, design and prepare programme proposals for education, including in emergencies preparedness and response ensuring alignment with the DRC country program document, Humanitarian Action for Children and Humanitarian Response Plan.
- Provide technical and operational support throughout all stages of programming processes to education field colleagues to ensure integration, coherence and harmonization of programmes/projects with other sectors, such as Child Protection and WASH and achievement of results as planned and allocated.

- 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 in an integrated and value for money approach.

2. Education Programme management support, monitoring and delivery of results with a strong focus on Education in Emergencies

- Support education program oversee and implementation in the DRC 10 field offices
- Plan and collaborate with internal colleagues and external partners to establish monitoring benchmarks and performance indicators to assess/strengthen performance accountability, coherence and delivery of concrete results for education programs/projects.
- Participate in monitoring and evaluation exercises, programme reviews and annual reviews 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.
- Actively monitor education projects through field visits and discussions with education field staff to assess progress, identify bottlenecks and potential problems, and take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.
- Monitor and verify the optimum and appropriate use of resources (financial, administrative and other assets) confirming compliance with organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity, ensuring timely reporting and liquidation of resources.
- Prepare regular and mandated programme reports for management, donors and partners to keep them informed of programme progress.

3. Technical and operational support to programme implementation

- Provide technical guidance and operational (including budget and supply) support to education staff in field offices to support Education programming.
- Participate in education programme meetings including programme development and contingency planning to provide technical and operational information, advice and support.
- Draft policy papers, briefs and other strategic programme materials for management use.

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities

- 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 self- reports on UN Volunteer actions, results and opportunities.
- 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

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

In collaboration with UNICEF, the results / expected outputs are:

- Efficient, timely, responsive, client-friendly and high-quality support rendered to UNICEF's Education Section with a focus both on development and emergency situations;

- Actively contribution to the collection of data, lead the Information management aspects on different education projects, including emergency interventions and with a strong gender prospective;
 - High-quality contribution to the setting up mechanism of education programme in terms of budget monitoring, supply and implementation in collaboration with education specialists in charge of the projects
 - Ensuring analysis and development of periodic reports and knowledge management document ((in French and English) related to education programme interventions;
 - 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

The incumbent must be a dynamic, multi-functional person, who supports UNICEF with accuracy, professionalism, dedication and client orientation.

- Advanced/ university degree (Master's or higher) in relevant background in Education or Social Science;

Required experience 24 months

Experience Remark

- Good skills in computer science and usual software is required
- Interest demonstrated in developing country work and emergency is considered
- **Computer skills:** Good knowledge of Word, Excel, PowerPoint, and any other data including internet navigation, office applications with advanced knowledge of social media, webtools, website design and creation; technical competence in producing for various media formats (print, web, social media);

Language

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

Area of Expertise

- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Mandatory

Area of Expertise Requirement

- Good knowledge of international development and humanitarian issues, including aid policies of major donors particularly those pertinent to UNICEF in DRC;
- Have affinity with or interest in humanitarian relief, post-conflict situations, volunteerism as a mechanism for durable development, and the UN System;

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Communication
- Creativity
- Ethics and Values
- Integrity
- Knowledge Sharing
- 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:

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.

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We are inspiration in action

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

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\$ 1,651. 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 Entities](#))

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 CODR000748-7977

Application procedure

*** Pas encore enregistré/e dans la banque de candidats VNU ?**

Veillez d'abord enregistrer votre profil sur le site <https://vmam.unv.org/candidate/signup>. Important : Une fois votre compte crée, veillez à compléter toutes les sections de votre profil et le soumettre. Puis, connectez-vous à 'Ma Page' sur <https://vmam.unv.org/candidate/mypage> et cliquez sur le lien 'Recrutement spécial'. Enfin, sélectionnez l'annonce de recrutement spécial à laquelle vous souhaitez postuler.

*** Vous avez déjà un profil dans la banque de candidats VNU ?**

Veillez d'abord mettre à jour votre profil sur le site <https://vmam.unv.org/candidate/profile>. Puis, connectez-vous à 'Ma Page' sur <https://vmam.unv.org/candidate/mypage> et cliquez sur le lien 'Recrutement spécial' pour sélectionner l'annonce de recrutement spécial à laquelle vous souhaitez postuler.

Date limite pour postuler : 03-08-2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/Q09EUjAwMDc0OA==>

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.