

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CODR000879--UNV Education Cluster Coordinator

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>	Democratic Republic of Congo
<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>	Immediate
<b>Duty Station</b>	Goma [COD]
<b>Assignment Place</b>	Non-Family Duty station
<b>Assignment Place Remark</b>	

### Living Conditions

The UNICEF office in Goma has a staff of about 40 people, including permanent, fixed terms, temporary staff, consultants and volunteers. The office is in the province of North Kivu and ensures the programmatic coordination of the Eastern zone of the country with the two field offices in Bunia and Bukavu. The office environment is friendly and promotes multicultural integration and learning. The UNICEF office in Goma has a staff of about 40 people, including permanent, fixed terms, temporary staff, consultants and volunteers. The office is in the province of North Kivu and ensures the programmatic coordination of the Eastern zone of the country with the two field offices in Bunia and Bukavu. The office environment is friendly and promotes multicultural integration and learning.

## Assignment Details

<b>Assignment Title</b>	UNV Education Cluster Coordinator
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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

## Organizational Context & Project Description

The UNICEF Goma office is in the North Kivu Province in the East of the Democratic Republic of Congo (DRC). The office is composed of about 40 people (permanent staff, fixed terms staff, temporary staff, consultants, and volunteers). The province is classified by UNICEF in "D" hardship classification, because of the emergency situation and the overall level of insecurity (existence of active armed groups, Cholera, Ebola, COVID-19 outbreak, natural disaster (Niyragongo volcano, earthquake, flood ...). The UNICEF Goma Office is a non-family duty station.

Regarding the organization of work in the office, the Education Section is part of the four existing programmatic sections [Child Survival and Development (CSD) (Health, Nutrition and WASH), Communication for development (C4D), Child Protection] in addition to the technical support sections (Communication Advocacy Partnership (CAP) and Planning, Monitoring, Evaluation and Knowledge Management), Operations (Human Resources (HR), Administration and Finance, ICT) and Office Coordination. The Education Section works with the Provincial Directorate of EPSP in North Kivu which has three (3) educational entities within which there are 31 subdivisions including 11 for North Kivu-1, 12 for North Kivu-2 and 10 for North Kivu-3. In the DRC, the education sector is a pillar that contributes to the instruction and education of children and youth so that they become useful to themselves and to the community. In this perspective, UNICEF Goma Education Section supports the Ministry of Primary, Secondary and Technical Education (MEPST) through its North Kivu Provincial Education Directorate to ensure that by the end of 2024, all children, especially children and adolescents (aged 5 to 17 years) outside of school, acquire skills through access to quality and inclusive learning. To implement its program of support to children's education in the government, UNICEF collaborates with civil society (NGOs).

In addition, for the Education Cluster, the active members are twenty (20) in this period of pandemic, however, in normal period when face-to-face meetings are allowed, their numbers could be around thirty (30). The volunteer will be responsible for coordinating the education cluster, details of which are provided below in paragraph 10 of this document.

## Sustainable Development Goals

### 4. Quality Education

## Task description

Under the direct supervision of the Education Specialist (P3) based in the UNICEF Goma Office, the UN Volunteer will undertake the following tasks:

### 10. Supporting service delivery

- Provide a platform to ensure that service delivery is driven by the agreed strategic priorities.
- Develop mechanisms to eliminate duplication of service delivery.

### 10. Informing strategic decision-making of the HC/HCT for the humanitarian response

- Conduct needs assessment and gap analysis (across other sectors and within the education sector).
- Carry out analysis to identify and address (emerging) gaps, obstacles, duplication, and cross-cutting issues.
- Ensure prioritization, grounded in response analysis.

### 10. Planning and strategy development

- Contribute to the design of education action plan where applicable, monitor the implementation objectives and indicators directly support realization of the HC/HCT strategic priorities.
- Strongly ensure application and adherence to existing standards and guidelines.
- Clarify funding requirements, prioritization, and Cluster contributions to HC's overall humanitarian funding considerations.

### 10. Advocacy

- Identify advocacy concerns to contribute to HC and HCT messaging and action.
- Undertake advocacy activities on behalf of Cluster participants and the affected population.
- Coordinate advocacy for resource mobilization to support the implementation of Cluster's Education in Emergency (EIE) strategy and the operationalization of the action plans.

### 10. Monitoring and reporting

Conduct monitoring and reporting the implementation of the Cluster strategy and results as well as recommending corrective action where necessary.

## 10. Preparedness and response

Support contingency planning/preparedness for recurrent disasters whenever feasible and relevant.

## 10. Accountability

Ensure accountability to affected education population.

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

- Coordination of education cluster is ensured in collaboration with cluster members and provincial education authorities.
  - Service delivery is supported.
  - Strategic response is developed and implemented.
  - Emergency preparedness and response are implemented.
  - Capacity building of cluster members in key areas of emergency education is conducted.
  - Cluster members are informed of Humanitarian Country Team (HCT) strategic decision-making.
  - Information management, monitoring and reporting of the humanitarian response are conducted.
  - Advocacy actions are initiated to influence policy makers and donors.
  - The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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 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** Bachelor degree or equivalent

## Education - Additional Comments

University degree in a subject area relevant to the Cluster work: education, social sciences, development, psychology, political science, international relations.

**Required experience** 24 months

## Experience Remark

At least 2 years progressively responsible humanitarian work experience with UN and/or NGO, including programme management and/or coordination in the first phase of a major emergency response relevant to the Cluster.

Extensive work experience outside the humanitarian sector which is relevant to this post may be considered as a replacement for

humanitarian experience

#### Language

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

#### Area of Expertise

- Other educational, teaching or training experience Mandatory

#### Area of Expertise Requirement

Education,  
Social sciences,  
Development,  
Psychology,  
Political science,  
International relations.

**Need Driving Licence**

No

## 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

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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**

CODR000879-10494

**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:** 20-09-2021**doa.apply\_url**<https://vmam.unv.org/candidate/show-doa/Q09EUjAwMDg3OQ==>**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.*