

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### CODR000882--National UNV Associate Civil Affairs 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>	Democratic Republic of Congo
<b>Host Institute</b>	UN Organisation Stabilisation Mission in the DRC
<b>Volunteer Category</b>	National 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>	Goma [COD]
<b>Assignment Place</b>	Non-Family Duty station

### Assignment Place Remark

Assignment is non-family (Goma)

The contract might be extended, subject to budget availability and volunteer's performance.

### Living Conditions

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

Living conditions therefore vary between MONUSCO 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 MONUSCO duty stations are considered non-family duty stations, except for Kinshasa, Lubumbashi and Entebbe 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.

Some degree of medical service is provided in all MONUSCO duty stations. Certain vaccinations are mandatory for MONUSCO personnel to enter the DRC, while others are compulsory for all other incoming persons. It is possible for incoming MONUSCO personnel, including UN Volunteers, to be asked to provide proof of some or all vaccinations, though this is unlikely. All UN 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 larger towns and cities (e.g. Kinshasa, Goma, Bukavu, Kisangani), UN Volunteers are recommended to open US Dollar bank accounts, while in other places, banks may be absent (including ATMs) and VLA payments will be processed in cash. UN Volunteers have the possibility to send part of their allowances to a bank account abroad.

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

## Assignment Details

**Assignment Title** National UNV Associate Civil Affairs Officer

### Organizational Context & Project Description

The United Nations Organization Stabilization Mission in the DR Congo (MONUSCO) was established in 1999 under the auspices of the UN Department of Peacekeeping Operations (DPKO). – <http://monusco.unmissions.org>.

**Sustainable Development Goals** 16. Peace, Justice and Strong Institutions

### Task description

Under the authority of the Chief Civil Affairs Section, the UN Volunteer will undertake the following tasks:

- Support the management and development of the Community Alert Network (CAN) and contribute to the SAGE data base and Support and coordinate related field activities;
- Generate analytical weekly and monthly reports on Protection of Civilians (POC) incidents and related protection responses, and advise the Civil Affairs management on early warning related issues
- In coordination with MONUSCO Communication Information and Technology System (CITS), monitor Civil Affairs SAGE interface and formulate recommendations to the System developers and designers to improve and optimize the data base including the mission Geographic Information System (GIS) in order to generate specific maps to support the production of accurate visualized context.
- Ensure that CAN stations are operational in close liaison with the Civil Affairs Field offices; identify hot spots and support the CAN extension plan.
- Contribute to capacity building for CAN focal points on CAN reporting using SAGE data base interface in partnership with the Office of the DSRSG for SAGE
- Contribute to overall mission monitoring and planning as required in line with Protection of civilian’s tools & activities;
- Actively participate in SAGE task force, steering committee
- Perform other duties as required, in line with DPKO/DFS policy directive on Civil Affairs;
- When working with (including supervising) national staff or (non-)governmental counterparts set aside dedicated time for capacity development through coaching, mentoring and formal and on-the-job training and translations.
- Ensure the good functionality of the protection tools at field offices
- Ensure the good functionality and monitor of the EWS at field offices Conflict related tasks.
- Facilitate structured dialogue sessions between conflicting parties/communities to decrease intra/inter community tension and violence.

- Support pre-dialogue consultations sessions with conflicting parties and relevant stakeholders
- Conduct monitoring and evaluation of the implementation of dialogues outcomes (peace agreements, parties' commitments).
- Support the vulgarization of dialogues processes and issues raised in dialogue sessions
- Facilitate capacity building workshops on early warning and to enable the gradual hand-over of PoC mechanisms to communities and authorities
- Facilitate consultations between communities' leaders and key actors to deepen the understanding of emerging conflicts and to reduce tension and reinforce social cohesion:
- Support the organization of awareness-raising campaigns targeted leaders of local conflict resolution structures, chiefs and civil society leaders in the topics of peaceful coexistence.
- Conduct quarterly conflict scans including actors mapping in selected areas to capture key conflicts dynamics.
- Support the organization of capacity building sessions of community leaders and local conflict resolution mechanisms in conflict resolution and/or implementation of peace agreements.
- 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.
  - Reflect on the type and quality of voluntary action that they are undertaking, including participation in on-going reflection activities;
  - 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

- Support Early Warning Mechanisms, Protection of Civilians' and stabilization activities.
- Organize all aspect of early warning related data management, including data analysis and report writing.
- 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);
- Intra/inter community conflicts are resolved peacefully toward the facilitation of structured dialogues between conflict-affected communities at local or provincial levels.
- Improved capacity of community members and conflict resolution mechanisms in conflict resolution/analysis or implementing peace agreements enhanced through the support of local conflict resolution initiatives in priority areas of concern.
- 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

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**Required Degree Level** Bachelor degree or equivalent

**Education - Additional Comments**

International law, Political or Social Sciences, Sociology or any related field. A combination of education and relevant work experience may be considered in lieu of the advanced degree; Formal training in basic statistical analysis

**Required experience** 24 months

**Experience Remark**

2 years of related professional experience

**Language**

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

**Area of Expertise**

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

**Area of Expertise Requirement**

- English and French are the working languages of the United Nations/MONUSCO. Fluency in oral and written French and English is mandatory for this post.
- Excellent computer skills in Microsoft suite. Database Technology or Information Systems is an asset
- Driving licence is required

**Need Driving Licence** Yes

**Competencies & Values**

- Client Orientation
- Communication
- Creativity
- Integrity
- Planning and Organizing
- Professionalism
- Working in Teams

## Conditions of Service and other information

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

**Conditions of Service:**

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, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

**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 and official processes;
- 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;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- 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**

CODR000882-10559

**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 ?**

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**! FOR National UN Volunteer assignments ONLY****(remove for international assignments): !**

Ceci est une annonce pour une affectation VNU national. Par conséquent, seuls les citoyens de (saisir pays ou territoire du programme) et les résidents légaux de (saisir pays ou territoire du programme) ayant une carte de résident de ce pays, le statut de réfugié ou d'apatride peuvent postuler à cette annonce. N'oubliez pas de cocher oui pour : « Je voudrais être considéré/e pour le volontariat dans mon pays. »

**Date limite pour postuler** : xx-xx-201x

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

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*We are inspiration in action*

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**Date limite pour postuler** : 19-09-2021

Les candidatures féminines et les personnes en situation de handicap sont vivement encouragées.

**doa.apply\_url**

<https://vmam.unv.org/candidate/show-doa/Q09EUjAwMDg4Mg==>

**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.*