

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CODR000884--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>	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>	Bunia [COD]
<b>Assignment Place</b>	Non-Family Duty station

### Assignment Place Remark

Assignment is non-family (Bunia).

**Goma/ Bunia**, DRC (volunteer may be required to work anywhere in the Mission area, including in remote locations; the exact duty station will be determined upon arrival and can change during the course of the assignment)

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** 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

Reporting to the Civil Affairs Team Leader/Coordinator or designate at the field office level, the UN Volunteer will undertake various tasks, including the following:

- Maintaining contact with local government authorities, political leaders, traditional leaders, religious leaders, civil society actors, as well as with representatives of local and international organisations and briefing them on the mandate and activities of MONUSCO and CAS mandate if so required.
- Helping to track, report on and providing analysis on potential threats against civilians and of community conflicts including related political, security, social and economic developments, youth and gender-related issues or any other significant developments to identify trends within the area of responsibility (AOR), and in support of the Mission’s overall protection of civilians’ mandate.
- Providing technical support and assistance to the CAS team particularly CLAs in strengthening early warning and existing protection mechanisms at the local level.
- Participating in Joint Assessment Missions and Joint Protection Team in support of protection of civilians and stabilisation activities.
- Fostering confidence-building, dialogue, understanding and cooperation between parties and assisting local authorities and relevant actors with conflict management and protection of civilians.
- Engaging with and provide technical assistance and advice to civil society groups or institutions that promote a culture of peace and reconciliation, in support of the Mission’s protection priorities.
- Collaborating and coordinating relevant activities with other UN Agencies, Funds and Programmes, as well as other bodies and institutions, including local and international Non-Governmental Organisations (NGOs) operating at the Provincial, Territorial or

other levels of government as required.

- Supporting the organisation of CAS mandated activities; Providing support to initiatives that build the capacity of local authorities and civil servants.
- Providing properly edited accurate, timely and factual monthly, weekly and daily, reports on conflict management, protection of civilians and stabilization activities within the area of responsibility based on inputs received from the field bases and CAS FO HQ office. Reporting to adhere to the key aspects of the MONUSCO Civil Affairs mandate, guided by UNSC Resolutions 2559 to assist the protection of civilians and support the stabilisation and strengthening of State institutions in the DRC and key governance and security reforms with emphasis on conflict management and protection of civilians including early warning and interventions at the local and provincial levels.
- With support from CAS HQ, maintaining a mechanism to track use of Result Based Budgeting (RBB) tools and maintenance of the RBB database; Establishing and maintaining a CAS partners/contacts database.
- Producing briefs and other analytical reports as required on Protection of Civilians, political developments, peace processes, conflict and insecurity.
- Working with designated information technology staff to manage Civil Affairs information and produce summary reports; Consolidating alerts and information received and incorporating into a database that produces trends and other summary information;
- Participating in meetings on behalf of CAS with other UN Agencies, civil society organisations and other partners, both local and international;
- When working with (including supervising the tasks of) national personnel, governmental or non-governmental counterparts, setting aside dedicated time for capacity development through coaching, mentoring and formal and on-the-job training where and when appropriate.
- Undertaking other related tasks as directed by line management including the the Team leader/Coordinator, Head of Office or Designate and the Head of the Civil Affairs Section or designate.

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

- Produce grammatically correct and concise daily, weekly and monthly Civil Affairs reports.
- Prepare Civil Affairs FO inputs to SG reports and produce or contribute to the preparation of code cables.
- Ongoing communication with field-based staff/CLAs and FO HQ officers, which ensured coherent, timely reporting and reflected the core areas of Civil Affairs work.
- Assist with the management of RBB reporting and monitoring.
- Produce various ad hoc reports as required.
- Participate in Civil Affairs management initiatives, especially those related to reporting and management of information.
- Assist with the planning of other Civil Affairs activities at the FO HQ level.
- Conduct field missions as assigned.
- Represent Civil Affairs at the FO HQ or field base level.
- 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); Planning and reporting procedures in the State and County level established. Timely liaison with the Civil Affairs Team leader of short and medium-term work-plans and operational reports in AOR for compilation and submission to the Civil Affairs Headquarters;
- Conflict management, local protection mechanisms and security governance actions including facilitation, logistics and technical support are met, resulting in increased capacity among stakeholders;
- Technical capacity of CAS national staff and related partners are improved.

- 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. A network of local partners dealing with conflict management and governance issues established;
- An up to date conflict analysis in the AOR is produced;
- An up to date set of county profiles is available for operational use and easy understanding of the background of the state and counties;
- 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 or advanced degree in conflict related studies, political economy and/or any relevant social science discipline;.

**Required experience** 24 months

### Experience Remark

Two to three years of relevant experience in coordination and liaison with partners and stakeholders; community-level dialogue and reconciliation, protection of civilians, development of civil society, or support to state institutions/extension of state authority and key governance and security reforms is a strong plus.

### Language

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

### Area of Expertise

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

### Area of Expertise Requirement

University Degree or advanced degree in conflict related studies, political economy and/or any relevant social science discipline;

- Two to three years of relevant experience in coordination and liaison with partners and stakeholders; community-level dialogue and reconciliation, protection of civilians, development of civil society, or support to state institutions/extension of state authority and key governance and security reforms is a strong plus.
- Experience working in conflict situations in the area of conflict management: prevention, mitigation, resolution an asset.
- Experience in a combination of good governance, democracy building, and/or civic education is highly regarded.
- Knowledge management, archiving and documentation Mandatory.
- Solid computer skills, including full proficiency in various MS Office applications (Excel, Word etc.) and other IT applications and office technology equipment.

- Proven report-writing in the official language of the Mission without the need of further grammatical editing. (for candidate with no fluency in French, please refer to paragraph 14);
- Analytical skills in relation to political, security, social and economic dynamics
- Have affinity with or interest in humanitarian relief, post-conflict situations, volunteerism as a mechanism for durable development, and the UN System.
- Sound security awareness.
- If deployed in remote locations must the background and experience in the field and managing CAS sub offices in remote team sites.

**Need Driving Licence**

Yes

## 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.

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*We are inspiration in action*

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

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** CODR000884-10614

### 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:** 26-09-2021

**doa.apply\_url** <https://vmam.unv.org/candidate/show-doa/Q09EUjAwMDg4NA==>

### 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.*