

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CODR000885--Project Management 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

Country of Assignment	Democratic Republic of Congo
Host Institute	UN Organisation Stabilisation Mission in the DRC
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	until 30-06-2022
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Goma [COD]
Assignment Place	Non-Family Duty station

Assignment Place Remark

Assignment is non-family (Goma)

Assignment until 30 June 2022, depending on the availability funds and satisfactory of 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 Project Management Assistant

Organizational Context & Project Description

MONUSCO/MONUC was established in 1999 under the auspices of the UN Department of Peacekeeping Operations (DPKO). Operations and Concept of DDR/RR-CVR Section are implemented within the framework of Security Resolution 2463 (2019) and tasks MONUSCO to support the government in the DDR of ex-combatants and residual militia elements and the repatriation and resettlement of foreign ex-combatants operating in the country, towards ensuring their sustainable re-entry into civilian life and reconciliation within communities. The reintegration into local communities is done via the Community Violence Reduction (CVR) program.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

The Project Management Assistant will discharge the following duties:

- Support the planning and development of CVR projects in close coordination with the CVR project officers within the team and the CVR Unit at DDR HQ in Goma
- In close coordination with the CVR project officers:
 - Organize and maintain records of all CVR project management products, to include baselined documentation, progress reports, exception and issue reports, end stage and end of project reports, minutes of meetings, action points and other documentation.
 - Organize and maintain a database of all CVR projects, to include projected and actual cost, scope, duration, and direct beneficiaries; the latter disaggregated by category and gender.
 - Support the implementation of the communications, benefits, quality, and risk management approaches of CVR projects.
 - Produce a lessons report at the conclusion of each CVR project
- Assist in generating inputs for the teams’ daily and weekly reports, DDR HQ quarterly performance reports and quarterly reports

of the Secretary General

- Perform any other project management related task assigned by the Team Leader.

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

- Production of refined processes, strategies and procedures for implementation of DDR/RR and CVR specific projects;
- Harmonized DDR and CVR approach strategies for partnering with external organizations/agencies and other sections within the mission;
- A DDR specific work and action plan;
- Comprehensive DDR situational baseline assessment reports;
- Effective coordination of assessment and M&E reporting on CVR and DDR projects within the DRC;
- Accountable and cost-effective delivery of DDR logistical requirements;
- Production of draft support guidance, policy, procedures for DDR/RR and CVR
- 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.
- 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

A bachelor's degree in the fields of management, public administration, social sciences, development, security studies or other relevant fields is required.

Required experience 36 months

Experience Remark

3 years of relevant work experience in planning, development and implementation of projects is required.

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Language

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

Area of Expertise

- Disarmament, demobilization and reintegration (DDR), arms control, armed forces Mandatory
- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Optional

Area of Expertise Requirement

Proficiency in Microsoft Office applications is required and in other applications—programming, statistical analysis, design, and/or project management—is desirable.

Previous working experience with an international organization is an advantage.

Proficiency in spoken and written English and French is required.

Need Driving Licence

Yes

Competencies & Values

- Client Orientation
- Communication
- Integrity
- 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:

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.

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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 CODR000885-10607

Application procedure

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

Veuillez 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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! FOR National UN Volunteer assignments ONLY

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Date limite pour postuler : 20-09-2021

Les candidatures féminines et les personnes vivant avec handicap sont fortement encouragées.

doa.apply_url <https://vmam.unv.org/candidate/show-doa/Q09EUjAwMDg4NQ==>

Disclaimer

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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.

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