

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

LBRR000198--Civic and Voters 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	Liberia
Host Institute	United Nations Development Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	6 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Monrovia [LBR]
Assignment Place	Non-Family Duty station

Assignment Place Remark

UNDP is supporting democratic institutions and processes to nurture and sustain democracy and Liberia's hard-won peace. As a key partner in electoral support, UNDP is providing technical and financial support to the National Elections Commission (NEC), to carry out its mandate to conduct regular, transparent, inclusive, and credible elections. Since the first post-war elections (2005) were held, the need for continuous support for national institutional strengthening and human capacity development became a national priority. Since then, UNDP has worked with national counterparts and international development partners to support institutional and technical capacity-building programs for the NEC, through the establishment of consecutive electoral cycle support projects beginning with the first cycle from 2010.

In September 2020, the third electoral cycle support project, the Liberia Electoral Support Project (LESP) was launched. The project runs from September 2020 to July 2024. LESP is managed by UNDP, and its overall objective is to strengthen electoral institutions and processes, towards the achievement of the Sustainable Development Goal (SDG)16 – Strong, peaceful, and just institutions.

Timely and effective Civic and Voter Education (CVE) is key in ensuring that voters have the necessary information and understanding of their right to vote. CVE enhances inclusion, promotes transparency, and credibility of the electoral process. LESP, under Output 1 focuses on supporting grass-root level CVE programs, targeting all populations including women, youth, and persons living with

disabilities, including in rural and less accessible areas.

In October 2023, Liberia will hold its General Elections. In addition, four by-elections will be conducted in November 2020. Increased citizens' participation in the electoral process is fundamental to the success of the upcoming elections and therefore, requires enhanced and strategic CVE approach.

While the NEC is the statutory body in Liberia responsible to conduct of CVE, UNDP LESP reaches further, focusing on the main electoral cycle, and the full meaning of the right to vote. Therefore, the focus is on both, immediate election-related CVE, and more long-term activities.

As the CVE process has been challenged by the inadequate staff capacity, improper messaging, and outreach strategy, UNDP is therefore seeking qualified CVE officer (National UNV), to provide technical support to the in advancing CVE.

Living Conditions

Liberia has been relatively peaceful since the pull-out of the United Nations Peacekeeping mission (UNMIL). In 2017, a major political transition took place transferring political power from one elected government to another. The Economy however is not doing well as the cost of living remains high. Inflation is also relatively high with exchange rate of 1 US dollar to 170 Liberian dollars. At this time of the year, the country is experiencing more rainfall. Food is available on the local markets and in supermarkets located in Monrovia and its environs. There are medical facilities- public and private ownership. Various banks operate mainly in Monrovia. Communication infrastructure is available with mainly two leading providers of communication in internet services. There is an uninterrupted service in Monrovia and the county capital; interruption or poor networks are experienced in some remote communities and areas outside of these cities. Liberia is unique for its hospitality and open culture that accommodates all that comes within its border. The Country provides for an interesting and peaceful environment, but also requires a mature level of Security awareness especially with cases of street robbery and other incidents of theft.

Assignment Details

Assignment Title Civic and Voters Education Officer

Organizational Context & Project Description

UNDP is supporting democratic institutions and processes to nurture and sustain democracy and Liberia's hard-won peace. As a key partner in electoral support, UNDP is providing technical and financial support to the National Elections Commission (NEC), to carry out its mandate to conduct regular, transparent, inclusive, and credible elections. Since the first post-war elections (2005) were held, the need for continuous support for national institutional strengthening and human capacity development became a national priority. Since then, UNDP has worked with national counterparts and international development partners to support institutional and technical capacity-building programs for the NEC, through the establishment of consecutive electoral cycle support projects beginning with the first cycle from 2010.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Under the guidance of the UNDP Chief Technical Adviser (CTA) for Elections, the CVE officer will support NEC and stakeholders involved with CVE activities, to strengthen local capacity. He or she will assist NEC to analyze existing CVE strategies and structure to identify challenges to the conduct of successful, effective, strategic, inclusive, and long-term CVE.

- Review current CVE framework and approach to identify challenges and recommend solutions
- Provide support to civic and voter education related to elections
- Support the planning of CVE-related workshops and trainings
- Support the assessment and establishment of CVE cells in 73 electoral districts of NEC's operations
- Work closely with UNDP Gender Specialist and NEC Gender Unit to ensure that gender equality and social inclusion are promoted through the CVE process
- Encourage and support collaboration amongst relevant sections within the NEC involved with civic and voter education (Gender Unit, Political Parties Liaison Unit, Communication, amongst others)

- Support the drafting of thematic documents, including strategies, concepts, plans
- Support the development of printed and audio-visual civic and voter education materials
- Support the NEC in developing CVE messaging, addressing inclusive participation, electoral violence, and violence against women
- Compile and provide regular briefings and reports in the assigned area of responsibility in close collaboration with the CVE director
- Work closely with NEC Magistrate Offices to ensure adequate CVE implementation at the county-level

Perform other related duties as required and as may be assigned by the CTA or required by the NEC CVE Department

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

- A strategic CVE plan reviewed and recommendation submitted to NEC
 - CVE strategy reviewed and updated for 2023 elections, including for county offices
 - CVE cells established in all counties
 - Capacity of CVE Section strengthened to produce messaging on inclusive participations
 - Calendar of LESP and NEC CVE activities developed, published, and implemented
 - Collaboration improved between CVE, Gender, Communication, Political Affairs, and other sections
 - CVE workflow fully integrated and coordinated under the Department of programs
 - 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 dur-ing 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

Bachelor's Degree or equivalent in education, gender studies, political/social sciences, development, law, international relations, or relevant sectors.

Required experience 36 months

Experience Remark

- At least two years of working experience in public outreach, communication, graphic design, civic education, or similar
- Experience with training and facilitation (including participatory approaches) is required
- Experience in promoting peaceful societies and good governance is an asset
- Excellent oral and written skills; excellent drafting, formulation, reporting skills

- Good overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/ internet; familiarity with database management; and office technology equipment
- Fluency in spoken and written English is required
- Knowledge of graphic design will be an asset
- Previous work with electoral institutions will be an asset

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Election support activities Optional
- Public information and reporting Optional
- Other educational, teaching or training experience Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Commitment and Motivation
- Communication
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Planning and Organizing
- Professionalism
- Respect for Diversity

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.

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

LBRR000198-10659

Application procedure*** Not yet registered in the UNV Talent Pool?**

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?**

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.

This is a national UN Volunteer assignment, therefore only nationals of Liberia and legal residents in Liberia with a residency permit, the status of refugee or with the status of being stateless are eligible to apply. Don't forget to tick the yes box for: "I am interested in serving as a volunteer in my own country."

Application deadline: 26-09-2021**doa.apply_url**<https://vmam.unv.org/candidate/show-doa/TEJSUjAwMDE5OA==>**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.