

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MARR000147--Programme Management 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	Morocco
Host Institute	Economic Commission for Africa
Volunteer Category	National UN Volunteer Expert
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Rabat [MAR]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

Rabat, the capital, is a peaceful city. People are friendly to visitors. Services in terms of banking, transportation, health and communications are easily-available. Road network is good both in terms of spread and quality of the roads. Public transportation is limited. Taxis are relatively cheap and easily available. There are a number of shopping malls, restaurants, gyms, and cinemas although COVID19 sanitary measures are in application. A large variety of accommodation options can be found. There are no specific security threats.

Assignment Details

Assignment Title	Programme Management Officer
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W. www.unv.org

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Organizational Context & Project Description

Established by the Economic and Social Council (ECOSOC) of the United Nations (UN) in 1958 as one of the UN's five regional commissions, ECA's mandate is to promote the economic and social development of its member States, foster regional integration, and promote international cooperation for Africa's development. Made up of 54 member States and playing a dual role as a regional arm of the UN and as a key component of the African institutional landscape, ECA is well positioned to make unique contributions in addressing the Continent's development challenges. The strategic objective of ECA is framed around delivering ideas and actions for an empowered, inclusive and transformed Africa in the framework of the 2030 Agenda for Sustainable Development and Agenda 2063 of the African Union through its three core functions, namely, its function as a think tank, its convening function and its operational function. For more information, go to <https://www.uneca.org>.

These positions are in multiple offices of the Economic Commission for Africa. The incumbent will be stationed in one of the Commission's Offices. The Programme Officer reports to the Director of the office.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Under direct supervision of the Director of the assigned Office, the Programme Management Officer will be responsible for the following duties:

1. Act as the programme/project focal point of the Office:

- Develops, implements, and evaluates programmes/projects;
- Monitors and analyses programme/project development and implementation at all stages, including the analysis of implementation difficulties and initiating remedial action;
- Provides periodic progress reports on the programmes/projects' implementation, including fund utilisation;
- Review, prepare and provide inputs to relevant documents and reports related to programmes/projects;
- Identifies resource needs and participate in the development of resource mobilization strategy;
- Liaise with relevant offices of the Commission; identifies and tracks follow-up actions;
- Leads and participates in planning accountability missions and provides guidance to consultants, government officials and draft mission summaries and reports;
- Coordinate activities related to budget and funding (programme/project preparation and submissions, contracts such as Letter of Agreements, Memorandum of Understanding, reports & financial statements) and prepares related documents/reports (pledging, work programme, programme budget, progress reports).

2. Provide substantive/technical support to the Office:

- Researches, analyses, and presents information gathered from diverse sources.
- Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies;
- Undertakes survey initiatives; designs data collection tools; reviews, analyses and interprets responses, identifies problems/issues and prepares conclusions;
- Organizes & prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc;
- Provides substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc;
- Initiates and coordinates outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities;
- Provide logistical and other types of support in the running of the meetings/workshops/conferences etc...of the Office.

3. Performs other duties as required.

Work implies frequent interaction with the following:

Establish and maintain relationships with various ECA offices as well as counterparts, senior officers, and technical staff in relevant Secretariat units and in UN funds, programs and other UN specialized agencies; Representatives and officials in national governments, international organizations, consultants.

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

- Prepared strategic programme plan, Annual Business Plan and monitoring and evaluation reports;
 - Identification of significant programmes/projects and related issues with innovative approaches;
 - Periodic programme reports to the Accountability and Programme Performance Review Meetings;
 - Prepared Budgets, and financial reports of projects and activities of the division
 - Prepared project proposals for funding;
 - Well prepared background papers, reports, studies, and inputs to divisional outputs
 - Meetings, workshops, seminars, and conferences organised and serviced.
- 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 Master degree or equivalent

Education - Additional Comments

Advanced university degree (Master's degree or equivalent) in business administration, management, public administration, or a related field is required. A first-level university degree (Bachelor's or equivalent) in the specified fields with two additional years of experience may be accepted in lieu of the advanced university degree. A PhD in relevant field would be an advantage.

Required experience 180 months

Experience Remark

15 years of progressively responsible experience in project or programme management, administration, or related area, is required. Experience in Programmes/projects design, management and reporting using results framework is desirable.

Language

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

Area of Expertise

- Development programme management Mandatory
- Development programme/project administration Mandatory
- Monitoring and evaluation Optional

Area of Expertise Requirement

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Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Vision
- 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.

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,

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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.

UN Expert Volunteers receive a monthly Expertise Differential, calculated at 40% of the UN Specialist Volunteer monthly living allowance.

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

MARR000147-10028

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.

This is a national UN Volunteer assignment, therefore only nationals of Morocco and legal residents in Morocco with the status of refugee or with the status of being stateless are eligible to apply.

Application deadline: 29-09-2021*** 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 créée, 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 ?**

Veillez d'abord mettre à jour votre profil sur le site <https://vmam.unv.org/candidate/profile>. Puis, connectez-vous à 'Ma Page' sur <https://vmam.unv.org/candidate/mypage> et cliquez sur le lien 'Recrutement spécial' pour sélectionner l'annonce de recrutement spécial à laquelle vous souhaitez postuler.

Ceci est une annonce pour une affectation VNU national. Par conséquent, seuls les citoyens de Maroc et les résidents légaux de Maroc ayant le statut de réfugié ou d'apatride peuvent postuler à cette annonce.

Date limite pour postuler : 29-09-2021**doa.apply_url**<https://vmam.unv.org/candidate/show-doa/TUFSUjAwMDE0Nw==>**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.