

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

## MLIR001008--Planning 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>	Mali
<b>Host Institute</b>	United Nations Multidimensional Integr. Stab. Mission in Mali
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	2
<b>Duration</b>	until 30-06-2022
<b>Expected Starting Date</b>	01-07-2021
<b>Duty Station</b>	Bamako [MLI]
<b>Assignment Place</b>	Non-Family Duty station
<b>Assignment Place Remark</b>	

### Living Conditions

Bamako is a non-family duty station with a difficult security and working environment. Mali is a non-family duty station. Living conditions are acceptable in Bamako, but security instructions need to be strictly complied with. Adequate housing is available for rent at US\$ 500-1500 per month. The national currency is the Franc CFA (April 2020 exchange rate was 1 US\$ = 545 FCFA). Visa credit cards are accepted in some hotels and larger shops. Mali is a country prone to malaria, so mosquito nets are highly recommended. Basic medicines are available from pharmacies, but provision needs to be made for specialized medication.

Security recommendations from the UN Department of Safety and Security (UNDSS) must be followed by all UN Staff in the course of their assignments in Mali.

For the sake of rewarding experience, UN volunteers in MINUSMA carry out their duties with flexibility, commitment, and a willingness to live and work in challenging conditions including heat and limited water and electricity supply.

# Assignment Details

**Assignment Title** Planning Officer

## Organizational Context & Project Description

The United Nations Multidimensional Integrated Stabilization Mission in Mali (MINUSMA) was established by Security Council resolution 2100 of 25 April 2013 to support political process in that country and carry out a number of security-related tasks. The Mission has been asked to support the transitional authorities of Mali in the stabilization of the country and implementation of the transitional roadmap, focusing on major population centers and lines of communication, protecting civilians, human rights monitoring, the creation of conditions for the provision of humanitarian assistance and the return to displaced persons, the extension of State authority and the preparation of free, inclusive and peaceful elections.

(<http://www.un.org/en/peacekeeping/missions/minusma/>)

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

## Task description

Under the direct supervision of the Senior Mission Planning Officer and Chief of the MINUSMA Strategic Planning Unit (SPU), the UN Volunteer will undertake the following tasks:

- Support the Senior Mission Planning Officer and the SPU in ensuring a strategic approach to the whole Mission's activities in support of advancement of the mandate;
- Work with the Senior Mission Planning Officer on supporting and operationalizing the drafting and adoption of the Mission strategic plan, the integrated strategic framework, action plans and other planning processes as required;
- Provide substantive and practical support in implementing the Mission's mandate and ensuring proper coordination within MINUSMA and with the UN Country Team, especially in regard to integrated planning processes and shared analysis;
- Participate in various strategic planning exercises in coordination with the different Mission components and the UN Country Team;
- Assist in coordinating activities related to planning/budgeting and in preparing related documents and reports as required, including responding to queries coming from HQ New York;
- Develop and oversee an overall monitoring mechanism and ensure that all components of the mission are aware of their respective monitoring and evaluation duties;
- Assist the Senior Mission Planning Officer in formulating and managing the implementation of the Mission's programme of work, ensuring that activities are in accordance with the mandate;
- Represent SPU internal, including in project review committees, and external meetings. Act as a resource as well as provide advice and facilitation to support planning and monitoring by the different mission components;
- Keep the Senior Mission Planning Officer apprised on all matters requiring their direct attention, assist in formulating options as to how those matters might be handled, and ensure appropriate follow-up as directed;
- Perform other relevant duties as required

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

- Facilitated the drafting and adoption of the Mission strategic plan, the integrated strategic framework, action plans and other planning processes;
- Supported SPU and the Chief of Staff in implementing the Mission's mandate;

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- Supported coordination between MINUSMA and the Country Team on issues related to strategic planning and integration;
  - Facilitated planning and budgeting, and responses to queries from HQ New York;
  - Facilitated the timely submission of all planning and budget related documents;
  - Ensured regular monitoring of activities and proposed ideas to strengthen information management;
  - Strengthened relationship between SPU, and planners in police, military and substantive sections as well as partners in Mission Support Division;
  - All components are aware of their responsibilities in regard to planning, budgeting and monitoring and contribute effectively;
  - Ensured that the Senior Mission Planning Officer, SPU and the Chief of Staff are kept well informed on all matters requiring their personal attention and appropriate follow-up is ensured;
  - Successful contributed to any other activities undertaken by SPU and the Office of the Chief of Staff
- 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

International Relations; Political Science; Public/Business Administration; Programme Management or a related field. A first level university degree with a relevant combination of academic qualification and experience may be accepted in lieu of the advanced university degree.

**Required experience** 36 months

### Experience Remark

At least 3 years of experience in Project/Programme Management, International Relations, Peace and Security or related matters is required. Previous experience in strategic or programme planning at an international level, interacting with teams, UN agencies, government bodies and international institutions is highly desirable. Experience in planning, budgeting, drafting reports and communication with headquarters is an asset. Knowledge of and experience in contributing to Mission Plans, Integrated Strategic Frameworks, UNDAFs and/or result-based budget frameworks is a strong asset. Experience in information management and monitoring and evaluation is an asset. Experience in UN field operations or comparable work for governments, international or regional organisations is an asset.

### Language

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

### Area of Expertise

- Development programme management Mandatory

### Area of Expertise Requirement

**Need Driving Licence** Yes

### Competencies & Values

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- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- 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 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.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and

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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**

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** MLIR001008-9440

#### 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:** 03-08-2021

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

#### 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.*