

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MLIR001040--Associate Reporting 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	Mali
Host Institute	United Nations Multidimensional Integr. Stab. Mission in Mali
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	until 30-06-2022
Expected Starting Date	Immediate
Duty Station	Menaka [MLI]
Assignment Place	Non-Family Duty station
Assignment Place Remark	

Living Conditions

Menaka is a non-family duty station, category E, with a difficult security and working environment. Due to the security situation, movements around the city are often restricted. Accommodation is provided inside the integrated camp. The living conditions in Menaka is very harsh with extreme heat (Temperature up to 50°C) in the months of May to August, sandstorms in July to August, Newcomers are recommended to carry appropriate clothing. In the months of December to February, it is winter (Temperatures down to 7-8°C) with a lot of mosquitos and other insects. Heavy jackets and other appropriate clothing are recommended.

Accommodation: Like all UN personnel, UN Volunteers based in

Menaka/Toumbouctou/ /Kidal/Gao/Mopti/Tessalit are accommodated in UN premises, for which they contribute by 100 USD/month. UN provided accommodation in Mali is compliant with wellbeing standards, i.e. female/male bathrooms.

Hospital Facilities: The Level I for TCC/PCC is accessible for staff. If needed, an evacuation to Gao where Level I and Level II are located will be done. 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. Appropriate measures are in place to mitigate the current security risk for UN personnel

in the country. All UN Volunteers, like all UN personnel, undergo a security briefing and the 3-day mandatory training "Safe and Secure Approaches in Field Environments" (SSAFE) upon arrival, where practical guidance and recommendations are provided regarding security threats in Mali.

An additional security briefing is provided upon arrival to the final duty station.

Welfare: A welfare committee is also active in all duty stations to ensure sufficient access to welfare

commodities, including food supplies. The welfare committee organizes activities depending on the security situation. Emergency contacts (security, medical, staff counselling, UNV Office) are made available for all UN Volunteers upon arrival, and each individual is provided with a VHF radio and a call sign, which can be used at all time.

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 Associate Reporting officer

Organizational Context & Project Description

MINUSMA was established by Security Council resolution 2100 of 25 April 2013 to support political processes in Mali and carry out a number of security-related tasks. By unanimously adopting resolution 2531 (2020) of 29 June 2020, the Council further decided that the Mission should focus on duties in support of the implementation of the peace agreement and the stabilization of central Mali. These include ensuring security, stabilization and protection of civilians; supporting dialogue and reconciliation; assisting the reestablishment of State authority; rebuilding the security sector; and the promotion and protection of human rights. In this regard, the Political Affairs Division will support the SRSG in his good offices to encourage and support the full implementation of the Agreement by the Government of Mali and the signatory armed groups, as well as efforts in support of implementing a Malian-led politically strategy for central Mali, including by providing timely analyses of developments impacting on the peace process.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the Team leader/Menaka region, the UN Volunteer will undertake the following tasks:

- Prepare summary and analytical reports including, but not limited to situation reports, briefing notes, options papers, code cables and input for the reports of the Secretary-General to the Security Council, General Assembly or other relevant bodies.
- Prepare contextual information materials such as background notes, political profiles and database of relevance to the assigned portfolio; Manage information to ensure its accessibility and utility.
- Monitor actions taken by intergovernmental groups, UN organizations, government and non-governmental organizations related to political development.
- Train, coach, mentor and ensure capacity development of national staff and/or (non-) governmental counterparts as appropriate.

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

- Provide timely, responsive and client-friendly support to the Political Affairs Division through the field office;

- Produce analytical papers in French and English, including daily and weekly situation reports, code cables, talking points, speeches, and background notes on the situation in Mali;
- 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

Political science, international relations, international economics, law, public administration or related fields. A first-level university degree (BA) in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Required experience 36 months

Experience Remark

A minimum of three years of progressively responsible experience in political affairs, diplomacy, conflict resolution, development, disarmament or related field. Experience in political outreach, analysis and reporting is required. Experience in an international organization or non-governmental organization in a conflict or post-conflict setting is highly desirable.

Language

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

Area of Expertise

- Political affairs and political reporting Mandatory
- International law Optional

Area of Expertise Requirement

Good computer skills desirable

Need Driving Licence No

Competencies & Values

- Accountability
- Commitment and Motivation
- Communication
- Ethics and Values
- 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 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 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

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We are inspiration in action

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

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

MLIR001040-10470

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: 15-09-2021

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/TUxJUjAwMTA0MA==>

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.