

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MLIR001045--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	Bamako [MLI]
Assignment Place	Non-Family Duty station
Assignment Place Remark	

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

Reporting 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 processes in Mali and to carry out a number of security-related tasks. Resolution 2531 of 29 June 2020 mandates the Mission to support the implementation of the 2015 Agreement on Peace and Reconciliation in Mali, as well as to support the stabilisation of Central Mali through the protection of civilians, reduction of intercommunal tensions, and return of State presence.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the Deputy Chief of Civil Affairs Division and overall authority of the Chief of Civil Affairs Division (CAD) the UN Volunteer will undertake the following tasks:

- Support the implementation of the Civil Affairs Division's annual work plan;
- Support the Civil Affairs Section reporting activities, including thematic and monitoring reports on developments and activities related to the Civil Affairs mandate; Support the monitoring of local social, political, economic, and security contexts, as well as the concerns and perceptions of local populations, in order to assess their potential impact on Civil Affairs activities and to identify needs and priorities of beneficiaries;
- In coordination with Civil Affairs team leaders in the field, as well as Heads of Unit at Bamako level, prepare regular reports on social cohesion, restoration of state authority, civil society and protection of civilians;
- Consolidate information from Civil Affairs field offices to prepare daily, weekly and analytical reports in support to the Joint Operation center (JOC) and the Joint Mission Analysis Centre (JMAC) to ensure proper coordination, flow of information and reporting;
- Verify, analyze and present information obtained from a variety of sources in a logical and orderly manner and with a gender perspective;
- Identify and provide timely information about potential and imminent conflicts at the local level, enabling information sharing and action to avert the conflict or reduce the risk of escalation;
- Contribute to overall mission monitoring and planning tools (i.e. Result Based Budget for example) as required; Support follow-up and monitoring of Programmatic, Quick Impact, and Trust-Fund projects, including the identification of best practices;
- Support monitoring and evaluation of Civil Affairs projects, including the impact of the Division's activities;
- Coach colleagues in the field to improve their reporting skills; Present the section role and activities at induction programs for incoming new mission staffs;
- Support the Division's knowledge and information management processes; Support and oversee inputting of data into the SAGE database;
- Represent the Civil Affairs Division in coordination meetings; Participate in field visits in support to Civil Affairs activities, when required;
- Performs other duties as requested in line with the DPKO/DFS Policy Directive on Civil Affairs.

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

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W. www.unv.org

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- Civil Affairs Section reporting activities are supported, including thematic and monitoring reports on developments and activities related to the Civil Affairs mandate;
 - Quality reports are sent in a timely manner in support to Joint Operation centers (JOC) to ensure proper coordination, flow of information and reporting. Information obtained from a variety of sources is verified, analyzed and presented in a logical and orderly manner, based on the Mission's formats;
 - Timely information about potential and imminent conflicts at the local level is shared with relevant mission components;
 - The section role and activities are regularly presented at induction programs for incoming new mission staffs; Monitoring and reports on Quick Impact, Programmatic or Trust-Fund projects are regularly produced;
- 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

Additional Comments Advanced university degree (Master's degree or equivalent) in Political Science, Political Economy, International Relations, International Law, Public Administration, Sociology or related fields

Required experience 24 months

Experience Remark

Remark A minimum of 2 years of progressively responsible professional experience in international affairs, development, administration, international relief operations or peacekeeping operations. International experience is required.

Language

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

Area of Expertise

- International law Mandatory

Area of Expertise Requirement

- Microsoft Office (Word, Excel, PowerPoint)
- Good command of French is desirable.

Need Driving Licence Yes

Conditions of Service and other information

Condition of Service [Click here to view Conditions of Service](#)

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

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 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

MLIR001045-10623

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: 26-09-2021

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/TUxJUjAwMTA0NQ==>

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.