

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SDNR000418--Programme Support 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	Sudan
Host Institute	United Nations Development Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	6 months
Possibility of Extension	Yes
Expected Starting Date	Immediate
Duty Station	Khartoum [SDN]
Assignment Place	Family Duty Station
Assignment Place Remark	

Living Conditions

Khartoum, Sudan is a family duty station. Basic accommodation is available.

Assignment Details

Assignment Title	Programme Support Officer
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Organizational Context & Project Description

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F. +49 (0) 228-815 2001 W. www.unv.org

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

Sudan is a country in transition with diverse development issues and challenges requiring a comprehensive stabilization strategy, with each area requiring customized interventions for stabilization and development. While Sudan is experiencing transition in political system and the peace negotiation for comprehensive peace is underway, it is also fraught with economic challenges coupled with the issues of youth unemployment, displaced populations, migrants, and reintegration of ex-combatants. Protracted and post-conflict displacements pose both humanitarian and development challenges. Resolving these requires a more coherent and effective course to stabilization approach that ends dependency on humanitarian aid and advances human development.

While UNDP continues to work with various stakeholders, it places emphasis on addressing these issues under SDGs, national and strategic plans. With the current crisis, Sudan requires support in promoting local economic development to ensure resilience of communities. Sudan can play a vital role in stabilization of the entire region as it stands as a bridge between Arab and African nations and this assumes more importance at the imminent drawdown of United Nations - African Union Hybrid Operation in Darfur (UNAMID) and the forthcoming establishment of United Nations Integrated Transition Assistance Mission in Sudan (UNITAMS).

Aligned with the Government's development priorities, the United Nations Development Assistance Framework (UNDAF), 2018-2021, and the multi-year humanitarian strategy, the Stabilization Programme involves highly functional partnership models with line ministries, civil society, development partners, academia, and private sector. UNDP supports peace efforts to stabilize communities and strengthen social cohesion all over Sudan. It will continue to support and advocate for dividends of peace, promote civic engagement, and work on reintegration component of the disarmament, demobilization and reintegration (DDR) process for ex-combatants with an equal focus on host communities.

The objective of the community security and stabilization programme, which is funded by diverse donors and implemented by UNDP in partnership with national stakeholders and other UN agencies, is to promote social and economic resilience of local communities, especially youth, women and displaced population, through improved access to livelihood, vocational training and business skills to address gaps in business and professional employment skills of youth across various categories like unemployed, displaced, returnees, people having potential to join violent conflict. In doing so, the programme aims to increase the space for reconciliation, confidence building, social cohesion, women empowerment and natural resource management. Given the prevailing situation of the COVID-19, the programme is also required to design innovative mitigating solutions for immediate action and address the socio-economic impact of COVID-19 with an ambition to build back the society better.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the Community Security and Stabilization Programme Manager and Project Coordinator, the UN Volunteer will undertake the following tasks:

Programme Management:

- Support programme implementation of a wide range of community stabilization programmes
- Support with drafting and revision of programme related documentation relevant to project implementation
- Take roles in different operations processes relevant to project implementation
- Support the conceptualization, drafting and execution of different documents and visibility materials supporting resource mobilization strategies
- Coordinate efficiently with stakeholders, including support programme management in various coordination and representation forums
- Identify potential entry points through networking and outreach and work with them to develop proposals/concept notes and activities under the overall strategic guidance of the team leader
- Identify and conceptualize potential activities that respond appropriately to the current political situation and established program goals and objectives
- Prepare, present, analyze, and evaluate grant concepts, applications, and grant agreement/award documents to ensure consistency with program priorities, goals, and objectives
- Develop and finalize multiple grant agreements and other activities on an ongoing basis in a fast-paced and highly changeable environment

Assist in developing technical presentations and other content, rolling assessments, and other planning exercises under the overall guidance of the team leader

- Assist with responding to internal and external requests for updates on the implementation of the project;
- Support the commissions and field offices to improve their programming and reporting capacity;
- Undertake field visits to gather information and results related to the programme;

Communications:

- Support external communications work of the project by preparing articles, drafting newsletters and other relevant communication materials in coordination with senior management;
- Advise and support national Communications/PI officer on the communications work (both for internal and external

stakeholders);

- Assist in drafting and preparing official communications of the project (i.e. to government counterparts, external partners and donors).
- Any other tasks relevant to reporting and communications work.

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;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- 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.

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

- Efficient, timely, responsive, client-friendly and high-quality programme support rendered to programme management team and stakeholders;
 - The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, 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 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 Master degree or equivalent

Education - Additional Comments

Type of Degree: International Development, Social Science, Communications, International Relations or other related fields.

Required experience 24 months

Experience Remark

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Experience in working in post-conflict context for at least 2 years is preferred; Previous experience in project management.

Language

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

Area of Expertise

- Development programme management Mandatory

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- 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 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

SDNR000418-9483

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: 23 September 2021

doa.apply_url<https://vmam.unv.org/candidate/show-doa/U0ROUjAwMDQxOA==>**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.