

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SEN000575--Coordination and Development planning specialist

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	Senegal
Host Institute	UN Development Coordination Office
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Dakar [SEN]
Assignment Place	Family Duty Station

Assignment Place Remark

Dakar conditions of service

Living Conditions

- The assignment will take place in the nation's capital, Dakar, a family duty station (Hardship classification A) with missions to the region. Dakar is a liveable city. The spontaneous reception and hospitality of the Senegalese are among the characteristic features of this West African country. The living conditions in Dakar are good, as well as access to health services. The yellow fever vaccine is compulsory, and vaccination cards should be presented at the entrance. Vaccinations against Meningococcal Meningitis and Hepatitis A and B are also recommended. The basic drugs are available in pharmacies, but it is recommended to bring specific prescription drugs.*
- According to ANSD/RGPHAE 2018 official estimates, Dakar metropolitan area population reaches over 3.1 million people. The total population of Senegal is 15,85 million (2018) inhabitants. Senegal is located on UTC/ GMT. Senegal has a warm climate and sunny days throughout the year that make it a comfortable duty station. Daytime temperatures are, on average, around 30°C. The rainy season is in the northern hemisphere's summer/fall.*
- The currency used in Senegal is called Franc CFA (XOF). On 1st Nov 2020, the average exchange rate is 1 USD = 560.983*

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XOF. Many hotels, restaurants and businesses in Senegal accept the main international credit cards (Visa, MasterCard, American Express, etc.). It is also possible to withdraw cash from automatic telling machines found in all the major cities. The accommodation facilities are in general good, and the choice is vast. It is possible to rent unfurnished and furnished accommodations from 450 to 2000 USD. UN Volunteers can also co-rent and share private accommodations, which must comply with the Minimum Operating Residential Security Standards (MORSS). Transportation in town can be easily arranged through local taxis.

- 4. A valid passport and negative Covid 19 test are required to enter Senegal. ECOWAS (Economic Community of West African States) nationals are not required an entry visa. Citizens of other countries may be required an entry visa or long-stay visa. They should contact the closest Senegalese representation. Senegalese Embassies and consulates in various West African countries and other parts of the world issue visas before travel.*

Assignment Details

Assignment Title

Coordination and Development planning specialist

Organizational Context & Project Description

The DCO Regional Office for Africa (DCO-Africa) was established in July 2019 in Addis Ababa to provide the new empowered UN Resident Coordinators – the designated representatives of the United Nations Secretary-General – with strategic support in the integrated implementation at the country level of the 2030 Agenda for Sustainable Development and SDGs; as well as the African Union's Agenda 2063 – The Africa we Want.

In this regard, the Regional office provides day-to-day support to 53 resident coordinators and their offices in Africa. Its overall function is focused on overseeing and supporting coherent and effective delivery of operational activities for sustainable development by UN resident coordinators and UNCTs in Africa through integrated policy, programming and operational support together with the new Regional Collaborative Framework (RCP).

The UNV will be assigned to DCO sub office based in Dakar, which covers West and Central Africa (23 RC Offices) and will performs the following activities under the guidance of the Senior Regional Coordination Officer

Sustainable Development Goals

8. Decent work and Economy Growth

Task description

Within the delegated authority and under the supervision of Senior Regional Coordinator Officer or his/her designated mandated representative(s), the UN Volunteer will:

1. Provide support to the day-to-day operations of the Sub Office in Dakar;
2. Assist the resident coordinator offices (RCOs) in the WCA on the monitoring and reporting such as IMS, COVID Dashboard etc.
3. Provide inputs and compile comments/suggestions from partners, such as ISU, to the new CCA and CFs in WCA countries in collaboration of DCO-A partnership officer
4. Assist in the preparation and servicing of HQ and Special Coordinator events on Sahel, as well as providing inputs to TPs and KMs (such as the DSG Retreats/meetings, partners conferences etc.
5. Provide inputs to the RMRs, EC/DCs, ETF, IATFs, ITFs, at the country and regional levels and assist in following up implementation of EC/DC Decisions, and keep documents centralized and updated and share them on a regular basis with the colleagues
6. Assist in the preparation and servicing of RCO's Economists webinar meetings
7. Liaise with relevant colleagues and RCOs to collect data and information related to COVID socioeconomic response plans, CCA, CF, JWP etc implemented activities and update the coordination tool accordingly (under Smartsheet platform);
8. Assist in the preparation of the DSG and Regional Director bilateral meetings with the RCs.
9. draft minutes of the DSG and Regional Director bilateral meetings with the RCs in WCA.
10. Follow up and monitor regularly COVID socioeconomic Response Plans' reporting of RCOs, such as online platforms/Dashboards, UN Knowledge and Dashboards etc.
11. Assist in the preparation of the DSG and DSG's trips in WCA.

12. Convene and facilitate DCO-A meetings with RCs, UNCT, Head of Offices, PDA in WCA, including Sahel and LCB.
13. Participate actively in the regional office weekly team meetings
14. Follow up the roll-out and implementation of Business Operations Strategies (BOS) in WCA regions

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

As an active DCO Regional Office team member, efficient, timely, responsive, client-friendly and high-quality support rendered to sub-office in Dakar [] and its beneficiaries in the accomplishment of her/his functions, including:

- Written outputs, e.g. background documentation, talking points, proposals, concept notes, analysis, reports, inputs to DCO Africa Annual reports, etc. are produced.
 - Smartsheet, WCA country fiches,
 - Fiches of PBSO cross border project in Sahel and WCA in general, and regularly updated;
 - Compiles ISU inputs to CCAs and Cooperation Frameworks and report on the lessons learned and challenges
 - Knowledge management database on COVID socioeconomic responses in Africa are monitored and updated regularly.
 - Quarterly Report on DCO Sub office advisory services to RCOs in WCA regions
 - Reports on donor meetings and discussions are elaborated and updated.
 - Reports on the Regional Programme are produced and published;
 - Contribute to the onboarding exercise of new staff in RCOs
 - 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
- 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 higher degree (Master's or equivalent) in a relevant area, e.g. socioeconomic, political governance, development planning, programme development, coordination or area related to planning
- [a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree;](#)

Required experience 36 months

Experience Remark

- At least 3years of professional work experience at the national and/or international level in coordination and monitoring or other relevant programmes; experience with UN system is an asset, as is experience working in the UN or other international

development organization;

- Other desired/mandatory required technical knowledge
- Excellent oral and written skills; excellent drafting, formulation, reporting skills both in English and French
- Previous experience as a volunteer and/or experience of another culture (i.e. studies, volunteer work, internship) would be highly regarded;
- Prior experience in West Africa is also a distinct advantage.

Language

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

Area of Expertise

- Governance and decentralization Mandatory
- Development programme management Mandatory
- Other development programme/project experience Mandatory

Area of Expertise Requirement

. socioeconomic, political governance, development planning, programme development, coordination or area related to planning

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](#)

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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 Entities](#))

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

SENR000575-8842

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: 16-08-2021

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/U0VOUjAwMDU3NQ==>

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.