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.

Country of Assignment: Senegal

Host Institute: United Nations Development Programme

Volunteer Category: International Specialist

Number of Volunteer: 1

Duration: 12 months

Possibility of Extension: Yes

Expected Starting Date: Immediate

Duty Station: Dakar [SEN]

Assignment Place: Family Duty Station

Assignment Place Remark:

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 livable 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 the 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 2020 official estimates, the population of Dakar metropolitan area reaches over 3.9 million people. The total population of Senegal is 16,705,608 inhabitants (ANSD 2020). Senegal is located on UTC/GMT. Senegal has 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 June 2021, the average exchange rate is 1 USD = 537,714XOF. 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 wide. 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 Minimum Operating Residential Security Standards (MORSS). Transportation in town can be easily arranged through local taxis.

To enter Senegal, a valid passport is required and a negative COVID-19 test. ECOWAS (Economic Community of West African States) nationals are not required an entry visa. Nationals 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 in other parts of the world issue visas prior to travel.

**Assignment Details**

**Assignment Title**

Youth Engagement and Events Officer

**Organizational Context & Project Description**

In 2012 the UN Security Council adopted Resolution 2056 that requested the Secretary-General to develop and implement, in consultation with regional organizations, a United Nations integrated strategy for the Sahel (UNISS) region encompassing security, governance, development, human rights and humanitarian issues. Pursuant to the resolution, UNISS was developed and launched in 2013 with the aim of reducing the socio-economic vulnerability of the populations in the Sahel region. In 2017, following an internal review of UNISS, a recalibration of the strategy by the Regional United Nations Sustainable Development Group (R-UNSDG) with UNOWAS resulted in the elaboration of a United Nations Sahel Support Plan (UNSP) to better align UN’s collective support to address the needs and priorities of the people and Governments in the region.

The UN Support Plan (UNSP), which covers the period 2018-2030, serves as a vehicle for articulating and operationalizing the commitments of the UN system and partners in the region. It builds on the progress achieved by UNISS to date, while re-aligning its focus with the Sustainable Development Goals (SDGs), the African Union’s Agenda 2063 and the core priorities of national and regional partners; especially in the areas of peace, security and development in the region. Through the UNSP, the UN commits to strengthen national and regional initiatives and to provide a platform through which the UN’s extensive regional expertise and capacities can be leveraged to deliver on the Secretary General’s vision for the Sahel. The Support Plan also represents a commitment to a new way of working in the region through better integration of its political, security, humanitarian and development efforts; stronger focus on inter-agency programming; pooling of technical resources in the region for scaling up UN’s support for the Sahel; and prioritizing cross border cooperation to address issues that transcend national boundaries.

To contribute towards the effective implementation of the UNSP priorities, UNDP Africa Bureau in its capacity as the Sustainable Development Goals (SDG) connector and leader of the United Nations Development System (UNDS) in the Sahel region, has recently launched the ‘UNDP Enhanced Offer for Regeneration in the Sahel’. The Enhanced Offer for the Sahel has four overarching and integrated components: prevention, stabilization, transformation and sustainability. While the development context of each locality will determine the entry point, each offer includes a combination of the four components which respond to the evolving and dynamic socio-economic, political and security landscapes. The offer outlines UNDP’s contribution to regenerate the Sahel and change the narrative from one of crises to hope. And it is both set within the background of the complex geopolitics of the Sahel region as well as framed within the context of Humanitarian-Development Nexus with links to resilience and peace consolidation.

The UNDP West and Central Africa Sub Regional UNDP Hub (Dakar Hub) provides the overall leadership and oversight in the Sahel region for the implementation of the Enhanced Sahel Offer. Youth is one of the key areas of intervention for the Sahel Offer. UNDP’s regional project for youth empowerment in the Sahel (RPYES) was approved towards the end of 2020. The regional project offers opportunities for co-creation with youth for enhanced employability and innovative entrepreneurship, digital technology, greening of the Sahel, youth voices, connectivity and creation of an enabling environment. The project ambitions to bring youth and development actors together to co-create innovative solutions and new ways of working on youth empowerment in the Sahel region. The planned initiatives will be implemented using the youth empowerment focal points/teams and management structures of UNDP’s Country Offices, the Sub Regional Hub for West & Central Africa, the Regional Service Centre based in Addis Ababa and the Regional Bureau for Africa. The project will also engage youth organizations as agents of change to play an active role in the project implementation. UNDP Sahel Youth Project is led by a regional project manager who reports directly to the Regional Manager of the UNDP Sub-
The Youth Engagement and Events Officer position is part of the RPYES project management unit led by the Project Manager. The incumbent functions under the direct supervision of the Project Manager.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

The Youth Engagement and Events Officer will work with the Project Manager and support all the activities of the UNDP Sahel Youth Project. The incumbent is expected to perform the following duties:

Supporting Programme Coordination

- Conduct background research on policies, strategies and priorities related to social entrepreneurship, innovation, youth development, greening and climate resilience in the region.
- Draft background notes, briefing materials and speeches, as required.
- Manage the data and information on the programme, track the key data points and deliverables.
- Create the drafts of regular reporting to both the management at Dakar Regional Hub as well as to the partners.
- Collect information and build a network of youth empowerment focal points from youth organizations, governments, UN agencies, private sector, regional bodies, etc.
- Support the organization of project events, missions, retreats and other activities at regional and national levels.

Supporting Partnerships

- Manage and maintain the database of potential partners for planned events and follow-up support.
- Support in delivering the partnership strategy.
- Identify local partner(s) in the field of social entrepreneurship, social innovation and youth development.
- Manage all logistics related to the various partners – potential and existing.
- Manage any volunteers and vendors for the purpose of marketing, design, comms, etc.
- Prepare fundraising collateral and communication materials.

Event Management

- Support with event operations including invitations, registrations, speaker preparations, venue/platform management, feedback and more.
- Provide and coordinate project-related administrative and on-site logistics support.
- Act as a focal point for speakers, participants and partners.
- Prepare draft outreach/communication materials (PPTs, brochures).
- Drafting of reports on held events – ensuring effective events documentation.

Research and thought leadership

- Conduct periodic secondary and primary research to understand the evolution of the youth social empowerment ecosystem.
- Identify and articulate patterns and trends, nationally and regionally.
- Support in building the thought leadership positioning for UNDP’s Youth Offer in the Sahel and West and Central Africa in general.
- Support in creating long-form research pieces and content based on the know-how collected.

Supporting other marketing and communications efforts

- Support with ideation as well as execution of the social media and content strategy.
- Offer extended support to the UNDP Dakar Hub for any specific tasks on research writing and communications.
- Create draft reports of the marketing and communication to share internally and externally with stakeholders.

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.
encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

- As an active UNDP Regional Hub team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP and its beneficiaries in the accomplishment of her/his functions, including:
- Detailed concept notes, workplan and budgets prepared
- Partnerships to co-organize Sahel youth events secured
- Project awareness thought leadership and ecosystem building efforts established
- Funding to support the implementation of the Sahel Youth Project events secured
- Built and maintained network with funding and implementing partners, as well as other stakeholders from the youth empowerment organizations and youth groups
- Well prepared project progress, financial and events reports
- 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**

Master’s Degree in Project Management, Development Studies, Public Policy, Public Administration, Data Management, Communications, Event Management and related areas

**Required experience**

36 months

**Experience Remark**

- At least 3 years of progressively advancing experience in youth/community mobilization, events management, communications and social media, youth engagement, project management and related work in international and/or national NGOs, public and private organizations in development and/or humanitarian contexts.
- Experience in same areas with UNDP in similar capacity is an asset.
- Advanced computer skills: MS Office applications including ability to create excel databases and produce graphs, Presentation and Graphic Design, Digital Media, Web-based management information systems, email/internet.
- Excellent oral and written skills; excellent drafting, formulation, reporting skills.
- Accuracy and professionalism in document production and editing.
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development.
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel.
- Self-motivated, ability to work with minimum supervision and with tight deadlines.
- Have affinity with or interest in youth empowerment, digital transformation, gender equality and women empowerment (GEWE),
volunteerism as a mechanism for durable development, and the UN System.

Language

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

Area of Expertise

- Public information and reporting Optional
- Resource mobilization, partnership and donor coordination Optional
- Other development programme/project experience Optional

Area of Expertise Requirement

1. Communication, mass media and art,
2. Public information and reporting/Events Management,
3. Resource mobilization, partnership and donor coordination

Need Driving Licence 
No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Leadership
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- 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:

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W. www.unv.org

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

7 Jun 2021

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
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**

SENR000602-9758

**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: 21-06-2021

doa.apply_url

https://vmam.unv.org//candidate/show-doa/U0VOUjAwMDYwMg==

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.