

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SENR000619--Associate Programme 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	Senegal
Host Institute	UN High Commissioner for Refugees
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	

Living Conditions

Dakar city is a family duty station with a hardship classification of A, the living conditions are good. Senegal is an open country that enjoys social stability resulting from the smooth functioning of state institutions. Senegal also has a good level of infrastructure (e.g. roads, distribution of water, electricity, etc.) and is a popular tourist destination. The country is at Security Level 2, which corresponds to "Low", with the exception of the Casamance Region (administrative regions of Kolda, Sédhiou and Ziguinchor) where acts of banditry are often reported. There is also the presence of elements of the Movement of Democratic Forces of Casamance (MFDC) along with some unexploded ordnances (UXO). All United Nations personnel must scrupulously comply with UNDSS procedures and recommendations during their assignment to Senegal. Thefts and burglary are the main incidents reported against UN personnel.

Access to health services in Dakar is good. The Yellow Fever vaccine is compulsory and vaccination cards should be presented at the Ports of Entry. Vaccinations against Meningococcal Meningitis and Hepatitis A and B are also recommended. Basic medication is available in pharmacies, but it is recommended to bring specific prescription drugs.

The currency used in Senegal is CFA Franc (XOF). Many hotels, restaurants and large businesses in Senegal accept the main

international credit cards (Visa, MasterCard, American Express, etc.). It is also possible to withdraw cash from Automatic Teller Machines (ATMs) found in all the major cities.

The accommodation facilities are generally good and the choice is wide. It is possible to rent furnished and unfurnished accommodation. Transportation in town can be easily arranged through local taxis. The incumbent will be briefed on conditions in locations within the region when on mission as appropriate.

The Senegalese government has initiated a project for a common UN building, for the use of United Nations services and offices. The building is located in the new administrative city of Diamniadio, situated 40 km outside Dakar. It is expected that the UNHCR offices will relocate to the new site during the course of 2022.

Assignment Details

Assignment Title

Associate Programme Officer

Organizational Context & Project Description

The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country (www.unhcr.org).

UNHCR MCO-Senegal will continue to work with the Governments of the eight countries under its purview and other partners for the provision of protection and durable solutions to refugees, asylum seekers, stateless persons and other persons of concerns, delivered in accordance with minimum protection standards (including admission, non-refoulement, registration and documentation, assurance of basic security and other human rights standards). It will further continue to strive towards achieving international standards in the provision of basic rights including access to durable and sustainable solutions.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of Senior Programme Officer, the UN Volunteer will undertake the following tasks:

- Through a consultative process within the country and field visits, stay involved in the development of the strategies, methodologies, contingency plans that respond to new and emerging operational challenges for the country;
- Assist in ensuring that global strategic priorities (GSP) and regional priorities as well as information on projected resource availability guide the planning parameters;
- Provide inputs for developing the country operations plan in compliance with global strategic priorities and regional priorities as well as with annual programming/planning instructions;
- Assist in organizing a consultative process to ensure a consistent application of the organization's criteria and policies for the selection of implementing and operational partners;
- Assist in managing the development of a broad network of partners, good coordination practices and the development of partner capacities;
- Assist in training UNHCR as well as implementing partners (IP) staff in UNHCR standard procedures related to the Results Based Programme (RBM) management;
- Undertake proper collection, monitoring and use of baselines, standards and indicators needed to measure and analyze UNHCR's performance, trends and target interventions;
- Undertake field visits to evaluate and improve the planning, programming, implementation and monitoring of assistance projects;
- Assist in implementing the establishment of sound monitoring processes, in reviewing final reports and on progress in order to advise on any corrective actions required or the need for additional resources to reach planned target levels;
- Apply UNHCR's corporate tools (e.g. Global Focus, Focus Client) to record data and assess the technical soundness of the operation and generate data for evidence-based decisions at the country-level;
- Assist in keeping donor representatives briefed on developments and assist in the development of funding submissions, appeals and reports;

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- Assist in monitoring compliance to the organization's resource allocation framework, providing support and assisting in corrective action where required;
- Assist in establishing and handling Implementing Partners Reports.

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

- The needs of persons of concern in the country are assessed and analysed in a participatory manner and using an Age, Gender and Diversity (AGD) perspective to form a firm basis for planning;
 - IP (Implementing Partners) agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures;
 - Inputs are provided for the country operations plan (including budgets, staffing levels and structures) as well as prepare inputs for funding submissions, appeals and reports;
 - Participate in UN and other fora on programme and technical issues as delegated by programme senior management;
 - Enforce compliance with UNHCR's global strategies, protocols and guidelines;
 - 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 during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

University degree or equivalent in Business Administration, Law, Economics, Development, Social Science or related field.

Required experience 36 months

Experience Remark

Minimum 3 years of work experience relevant to the function, in programme management, monitoring and evaluation

Language

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

Area of Expertise

- Administration and administrative assistance Mandatory
- Public law Mandatory
- Macroeconomics and public finance Mandatory

Area of Expertise Requirement

- Previous field experience is an advantage;
- Familiar with UNHCR's RBM approach and use of project/software is an asset;
- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position;
- Good knowledge of UNHCR financial rules, procedures and processes is an asset;
- Knowledge of UNHCR specific programming tools (MSRP, Focus, etc.) is an asset.
- Other

Need Driving Licence No

Competencies & Values

- Adaptability and Flexibility
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Managing Performance
- 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

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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](#))

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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

SEN000619-10140

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: 02-08-2021**doa.apply_url**<https://vmam.unv.org/candidate/show-doa/U0VOUjAwMDYxOQ==>**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.