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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Sierra Leone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Freetown [SLE]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

Assignment Place Remark

Living Conditions

Living conditions and other remarks:

Sierra Leone enjoys relative stability and living conditions are therefore reasonable. Infrastructure, such as transportation and social services, is poor in general, and western amenities (food, restaurants, apartments, etc) tend to be a little bit expensive but it is possible to obtain most essential items of food and clothing etc. Electricity and water supply remain volatile and many people are relying on generator and private delivery. Sierra Leone has maintained peace and stability since the end of the civil conflict ten years ago and emerged as success story in peace building. Sierra Leone is a family duty station, with stable security. There are several mobile telephone companies providing services and SIMs can be easily bought with credit vouchers. There are no fixed telephone lines. There are local banks dealing in both local and foreign currencies. Credit cards and travellers’ checks are not accepted.

Sierra Leone is a unique country and UNDP is a unique (humanitarian) operation. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous
Assignment Details

Assignment Title

Disability Inclusion Officer

Organizational Context & Project Description

Most of the PWDs in Sierra Leone tend to be unseen, unheard, uncounted, and unrepresented. They face discrimination and barriers in many spheres and stages of life. In day-to-day life, PWD are often excluded from access to the physical environment, information, and social networks. They also face barriers to equal and appropriate education and opportunities to fair employment. Most, if not all, PWDs are trapped in a vicious cycle of poverty. This is a development challenge especially at the local level of the state.

In order to address disability issues and its attendant challenges of exclusion and marginalization not to say socio-economic deprivation, the UNDP LED portfolio will employ the following strategies:

- Provide life skills and start-up kits for economic empowerment and combatting street begging among PWDs.
- Strengthen legislations for effective service delivery through the review of the PWD Act 2011.
- Launch and implement South-South Cooperation action plan (The action plan sets out to empower PWD in both Guinea and Sierra Leone in 6 thematic areas – 1) Statistics and data collection; 2) policy formulation and implementation; 3) Socio-economic and cultural empowerment; 4) Rehabilitation; 5) Advocacy; and 6) Logistics;
- Conduct pilot survey on disability for proper planning.
- Raise awareness and engage communities on disability inclusion and changing attitudes.
- Build strategic partnership for joint resource mobilization purposes (conferences on disability New York);
- Strengthen the capacity of Ministry of Social Welfare and other service providers for effective implementation of CPD;
- Support the establishment of disability issues units in government Ministries Departments and Agencies.
- Support the development of report on International Human right instruments on disability and ensure that international best practices are upheld;
- SME support to PWDs prioritizing youth and women (providing alternative livelihood options);

Task description

Under the direct supervision of the SLED (Sustainability and Local Economic Development) Programme Specialist, with oversight by the Team Lead for SLED Cluster, the UN Volunteer will undertake the following tasks:

- Contribute to the preparation of programme documents, annual workplans, results reporting by providing advice and analysis on disability mainstreaming into programming areas, identifying potential risks, impacts,
- Conducts analysis and research on donors and preparers substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new projects, active contribution to the overall office effort in resource mobilization
- Support disability inclusion within UNDP’s ongoing and future projects and programmes through technical expertise
- Promote Internal advocacy to enhance awareness and build a positive internal staff attitude towards PWD issues
- Provide top quality policy advice services to the Government as may be requested and facilitate capacity building and management of partners in disability inclusion

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.
Qualifications/Requirements

Required Degree Level
Bachelor degree or equivalent

Education - Additional Comments
Graduate degree preferably in disability studies, humanitarian aid/development studies or other relevant areas related to the reduction of inequalities

Required experience
24 months

Experience Remark
- At least two years of professional experience of working in government agencies, civil society or donor funded projects that put premium on inclusion mainstreaming and reduction of inequalities
- Strong understanding of disability sector including rights and obligations as enshrined in international conventions
- Good understanding of the operations of the government and its structure
- Proven experience with the facilitation of high level and community dialogues
- High level of professionalism and an ability to work independently and in high pressure situations under tight deadlines
- Excellent communication and presentation skills
- Ability to influence, network and collaborate with government, NGOs, donors, and other stakeholders

Language
- English (Mandatory), Level - Fluent

Area of Expertise
- Social inclusion Mandatory

Area of Expertise Requirement
- Experience working with international organisations, including the UNDP or other UN agencies.
- Strong writing and oral communication skills
- Excellent computer skills
- Research and analytical skills
- Excellent programming skills for disability inclusion

Need Driving Licence
No

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Client Orientation

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Conditions of Service and other information

Condition of Service


The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of
living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

**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 and official processes;

- 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;

- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;

- 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**

SLER000081-9693

**Application procedure**

This assignment is part of UNV’s disability inclusion strategy. UNV seeks to 1) provide opportunities for persons with disabilities to serve as UN Volunteers 2) enable UN partners to expand diversity and inclusion of persons with disabilities in their workforce worldwide 3) build a talent pipeline of qualified professionals with disabilities who can contribute to the attainment of the Sustainable Development Goals (SDGs) at national and global levels, with focus on national capacity.

Only candidate with disabilities is eligible to apply for this position. If shortlisted for this assignment, you will be asked for a copy of an official document confirming that you have a disability from a general practitioner, or from an organization of persons with disabilities.

**We are inspiration in action**

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

The UN system wishes to create an inclusive workplace and commits to taking appropriate measures to enable persons with disabilities to access and benefit equally from employment and other engagement opportunities such as volunteering, by providing reasonable accommodation. In this context, “reasonable accommodation” means necessary and appropriate modifications and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms.[1].


UNV Conditions of Service and Entitlements

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging their own housing and other living essentials. National UN Volunteers are part of a health insurance plan.

National UN Specialist Volunteers in Sierra Leone receive approximately USD 534 as Monthly Living Allowance. Applicable dependents (primary family unit, up to 3) will be eligible for health insurance.

For more information about UNV Conditions of Service and Entitlements, please refer to the following:

- https://www.unv.org/become-volunteer/volunteer-your-country/conditions-service
- https://vmam.unv.org/calculator/entitlements

Application procedure

Please apply via the link below. You can then either log in if you already have a VMAM account or register via ‘Candidate Signup’.

Important: On your profile, kindly select the response “yes” to the question whether you consider yourself a person living with a disability. Should you require special arrangements to facilitate the interview and assessment during the selection process, please indicate this in the “special remarks” field in your profile. In case you are facing accessibility constraints kindly write an email to support@unv.org.


doa.apply_url

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.