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  South Sudan
Host Institute United Nations Mission in South Sudan
Volunteer Category International Specialist
Number of Volunteer 1
Duration until 30-06-2022
Expected Starting Date Immediate
Duty Station Juba [SSD]
Assignment Place Non-Family Duty station

Assignment Place Remark
This is a Non-Family Duty station

Living Conditions
All UNMISS duty stations apart from Entebbe, Uganda are considered non-family duty stations. The security level of UNMISS duty stations is classified by the UN Department of Safety and Security (UNDSS) who will brief on arrival. A number of locations in South Sudan are prone to conflict.

Primary health care services (preventive and curative) are provided in 11 United Nations Owned Equipment (UNOE) Level-I clinics, 21 Contingent Owned Equipment (COE) Level-I clinics, 4 COE Level-II medical facilities within the mission area and the establishment of contractual agreements for Level-III and Level-IV care outside the mission area. The 4 Level-II facilities available in Juba, Bor, Malakal and Wau, run by the Troop Contributing Countries (TCC), take referrals from the Level-I clinics and provide hospital-based care.

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

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the Chief Technical Compliance Unit, the UN Volunteer will undertake the following tasks:

- Receive and verify aircrews Licenses, the currency of medical certificates, proficiencies, currencies, training, validations, etc. for acceptance;
- Monitor crew rotations, attendance/ hours flown, flight and duty time limitations;
- Identify any discrepancies/omissions in the crews’ paperwork and inform the Chief for immediate action;
- Save crews paperwork in the shared drive and lotus notes Database;
- Closely monitor the incoming crews to ensure that they are not included on UNHQ “Persona Non Grata” list;
- Assists site managers requesting visas, IDs, vehicle passes to UN compounds, with procedural explanations in relation to Aviation Section policies and procedures as required;
- Prepare Movement of Personnel (MOPs) requests of Air Carriers’ workers for endorsement;
- Receive from Air Carrier’s copies of hard Aircraft Use Reports (AUR’s) and ensure that documents (fuel slip, passenger and cargo manifest, Air Tasking Orders (ATO), etc. are attached as indicated on the AURs;
- Process AURs and accompanying documentation in accordance with UN requirements;
- Process monthly AirTransport Section (ATS) reports and other documents as required in a timely manner;
- Receive invoices, receipts, and other documents received from Contractors and Aviation Military Unit, check that all required documents are submitted and forward to the Budget/Accounting Unit;
- Generate aircraft utilization statistics as required;
- Perform any other duties as assigned by the Chief Technical Compliance Unit.

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

- Safe, reliable and efficient flight operation at UNMISS ramp.
- UNMISS contracted aircraft shall get adequate Ground Support at UNMISS Ramp.
- Aircraft shall be marshalled for safe and efficient parking at UNMISS Ramp.
- Effective coordination between Flight Following, Air Operations, MOVCON and Rescue and Fire Fighting for a safe and reliable
Qualifications/Requirements

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Secondary education</th>
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**Education - Additional Comments**

- Have proven training in the Aviation Industry, Ramp Operations, Dispatch, Flight Operations.

<table>
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<tr>
<th>Required experience</th>
<th>36 months</th>
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**Experience Remark**

- At least 3 Years of experience in the Aviation industry, Flight Operations/Dispatch certificate, Air traffic Control certificate are desirable

**Language**

- English (Mandatory), Level - Fluent

**Area of Expertise**

- Air transport, air traffic control and safety Mandatory

**Area of Expertise Requirement**

- Solid computer skills, including full proficiency in various MS Office applications (Excel, Word, databases, etc)

**Need Driving Licence**

- Yes

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Communication
- Integrity
- Planning and Organizing
- Working in Teams
- Commitment and Motivation
- Commitment to Continuous Learning
- Respect for Diversity

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: SSDR001533-10073

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: 25 July 2021

doa.apply_url: https://vmam.unv.org//candidate/show-doa/U1NEUjAwMTUzMw==

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.