Informations générales

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<tr>
<th>Catégorie de volontaire</th>
<th>National Youth</th>
</tr>
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<tr>
<td>Pays d’Affectation</td>
<td>Angola</td>
</tr>
<tr>
<td>Agence/Institution hôte</td>
<td>United Nations Children's Fund</td>
</tr>
<tr>
<td>Nombre de Volontaires</td>
<td>1</td>
</tr>
<tr>
<td>Durée</td>
<td>10 mois</td>
</tr>
<tr>
<td>Possibilité de prolongation de contrat</td>
<td>Oui</td>
</tr>
<tr>
<td>Date présumée du début d’affectation</td>
<td>Immédiate</td>
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<tr>
<td>Lieu d’Affectation</td>
<td>Luanda [AGO]</td>
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<tr>
<td>Lieu d’Affectation</td>
<td>Lieu d’Affectation avec Famille</td>
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<tr>
<td>Remarque sur le lieu d’affectation</td>
<td>Non-family assignment</td>
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Conditions de vie

Candidate are nationals and will be responsible for ensuring their own living conditions in Luanda, as well as their transportation to and from work. Whilst on mission outside Luanda they will be entitled to usual UN DSA.

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.
Détails sur l'Affectation

Titre de l'Affectation
Social Policy Officer (Decentralisation of Social Services)

Contexte organisationnel & description du projet

For 70 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

UNICEF Angola has supported the government to strengthen its Social Protection system through new and improved programmes, research and advocacy. The implementation of flagship projects on Social Protection have allowed for the testing of models for cash transfers for children under five years old as well as the modelling on municipal social services and case management to support the country’s decentralization efforts and increase coverage of social protection to the most vulnerable families and children.

This UNV assignment is part of UNICEF’s Social Policy agenda in Angola, with a particular focus on the implementation of the decentralization of the social services at municipal level, which also encompasses youth and gender related aspects. The work involves building capacity of key actors at local and central levels, and partnership strengthening with civil society actors. It also requires additional fine-tuning activities, with operational and administrative components. Part of the planned activities involve the support of partners in training and monitoring, at decentralized levels.

Objectifs de développement durable

1. No poverty

Description de l'action

Within the delegated authority and under the supervision of Glayson dos Santos or his/her designated mandated representative(s), the Youth NUNV – Social Policy Officer (Decentralisation of Social Services) will:

- Support the implementation of the municipal social services pilot and the key activities to be implemented within this remit, including in ensuring that financial and administrative data is consistent and according to project’s guidelines and rules and regulations.
- Follow up and document and share good financial and administrative practices from the field.
- Undertake field visits to assist the monitoring of the programme implementation, as well as participate to conduct periodic administrative and financial reviews with government counterparts and other partners.
- Support capacity of partners to effectively generate and ensure the availability of accurate, complete and up-to-date data and information relative to the municipal social services pilot, including administrative, monitoring and financial data.
- Any other related tasks as may be required or assigned by the supervisor.

En plus de ce qui précède, les Volontaires des Nations Unies sont censés :
- Renforcer leurs connaissances et compréhension du concept du volontariat en lisant la documentation mise à disposition par le programme VNU, les publications externes et prendre activement part aux activités du programme VNU, par exemple s’impliquer dans les activités commémoratives de la Journée internationale des Volontaires (JIV), le 5 décembre. • Se familiariser et développer toute forme de volontariat traditionnel et/ou local au niveau du pays d’accueil. • Réfléchir le type et la nature des actions volontaires qu’ils entreprennent, y compris leur participation dans les réflexions substantielles. • Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la publication du programme VNU/ site web, bulletin et notes de presse, etc. • Contribuer au Programme d’accueil des Volontaires des Nations Unies nouvellement arrivés dans le pays d’affectation ; • Promouvoir ou conseiller les groupes locaux dans l’utilisation des volontaires en ligne ou en-courager les individus et les organisations à utiliser les services de volontaires en ligne quand cela est techniquement possible.

Résultats / résultats attendus

As an active UNICEF team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNICEF and its beneficiaries in the accomplishment of her/his functions, including:

- Operationalization of the social protection and social assistance pilots being supported with high quality technical and administrative support at national, provincial and municipal level.
Accurate, complete and up-to-date information made available at Field Office level to support decision making.

- Existing partnerships strengthened and new ones created;
- Improved programme planning, monitoring and evaluation data collection and analysis.
- Social protection and social assistance training and capacity building strategies supported.

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 / Exigences

Domaine de qualification
Bachelor degree or equivalent

Niveau de qualifications - autres commentaires
- Bachelor’s degree in Social Sciences or area related to International Development, Economics, Management, Accounting or other relevant programmes;

Expérience Requise
24 mois

Remarques sur l’Expérience
- At least 2 years of professional work experience at the national and/or international level in the area of project implementation, social assistance, administration and accounting or other field relevant to the task is an asset, as is experience working in the UN or other international development organization;

Linguistiques
- Portuguese (Mandatory) , Niveau - Fluent
- AND - English (Optional) , Niveau - Working Knowledge

Domaine d’expertise
- Development programme/project administration Obligatoire
- Other finance, economics and administration related experience Obligatoire

Domaine d’expertise requis
- Excellent oral and written skills; excellent drafting and reporting skills;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with office technology equipment;
- Accuracy and attention to detail 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 tight deadlines;
- Sound security awareness;

Have affinity with or interest in UNICEF’s mandate and volunteerism as a mechanism for durable development, and the UN System.
Conditions de service et autres informations

Conditions de service

Click here to view Conditions of Service

Conditions 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.

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3 Mar 2021
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 and final repatriation (if applicable).

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 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 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).

**Code d’application**

AGOR000057-8917

**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?  

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
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 for to which you would like to apply.

Application deadline: 19th March 2021

doa.apply_url

Avertissement

Le programme VNU est un programme qui promeut l’égalité des chances et encourage les candidatures de professionnels qualifiés. Le Programme VNU s’engage à assurer la diversité en termes de genre, de nationalités et de cultures.