UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

BFAR000132—External Relations & Partnerships 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: Burkina Faso
Host Institute: World Health Organization
Volunteer Category: International Specialist
Number of Volunteer: 1
Duration: 24 months
Expected Starting Date: 01-07-2020
Duty Station: Ouagadougou [BFA]
Assignment Place: Family Duty Station
Assignment Place Remark: Ouagadougou is a family duty station

Living Conditions

This position is based in Ouagadougou, capital city of Burkina Faso. Ouagadougou is classified as duty station C, with security phase level 1. It is a family duty station. The conditions of living are basic and the climate is semi-arid.

Assignment Details

Assignment Title: External Relations & Partnerships Officer

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

13 Mar 2020
Sustainable Development Goals

**Task description**

Within the delegated authority and under the supervision of Head of the WHO Country Office or the External Relations & Partnership lead or his/her designated mandated representative(s), the UN Volunteer will:

- Mapping top donors the programme areas to which they provide funding
- Research on donors and maintain extensive data on governmental, foundations and corporate donors and potential donors up to date
- Assist technical staff to format and submit proposals and reports that meet donor requirements
- Arrange visits from and meetings with donors, including briefing notes.
- Assist in response to calls for proposals by major donors
- Assist in the preparation of external relation trainings
- Assist in maintaining and develop partnerships with external stakeholders
- Any other related tasks as may be required or assigned by the supervisor.

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

- Contribute to the building and manages close working relationships with key stakeholders
- Contribute to the Partnership intelligence gathering and sharing
- Contribute to the proposal development and ensuring high quality reports to donors
- Contribute to the training of country offices to strengthen external relations and partnerships within and beyond respective countries

- 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**

- First level university degree in public health, business administration, management, communications, international relations or a related field.

**Required experience**

36 months

**Experience Remark**

At least 3 - 5 years of professional work experience at the national and/or international level experience in grant management, donor funding, proposal development, and resource mobilization

Desirable:

- Accuracy and professionalism in document production and editing;
- Experience in WHO or other UN organizations would be an asset.

**Language**

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

**Area of Expertise**

- Resource mobilization, partnership and donor coordination Mandatory
Conditions of Service and other information

Conditions of Service for International Specialist:

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$ 1,651. 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

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.

Application Code BFAR000132-6614

Application procedure

This assignment falls within the framework of the Africa Women Health Champions to improve health and gender equality initiative. African female candidates are strongly encouraged to apply.

* Not yet registered in the UNV Talent Pool?*

Please first register your profile at [https://vmam.unv.org/candidate/signup](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](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](https://vmam.unv.org/candidate/profile). Then go to ‘My Page’ at [https://vmam.unv.org/candidate/mypage](https://vmam.unv.org/candidate/mypage) and click on the ‘Special Calls’ hyperlink to select the special call for which you would like to apply.

Application deadline: 29 March 2020

doa.apply_url [https://vmam.unv.org//candidate/show-doa/QkZBUjAwMDEzMg==](https://vmam.unv.org//candidate/show-doa/QkZBUjAwMDEzMg==)

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.