Informations générales

Pays d'Affectation
Bangladesh

Agence/Institution hôte
UN High Commissioner for Refugees

Catégorie de volontaire
International Specialist

Nombre de Volontaires
1

Durée
12 mois

Date présumée du début
Immédiate

Lieu d'Affectation
Cox's Bazaar [BGD]

Remarque sur le lieu d'affectation
Cox's Bazaar is a district of Bangladesh and the climate of Cox's bazar is almost similar to the rest of the country. The climate of Bangladesh is generally determined by its location in the tropical monsoon region: high temperature, heavy rainfall, generally excessive humidity, and distinct seasonal variations. It is further characterized by the location in the coastal area. Historically, Cox’s Bazar is a safe place so far like other parts of the country. Recently, Cox’s Bazar is experiencing huge Rohingya influx from Myanmar, which causes serious humanitarian crisis. Culturally Cox’s Bazar is very diverse and well-known for its traditional heritage. Communications system is developed so far and well-connected with other cities. Walking within Cox’s Bazar city is only allowed during day light. All the national Mobile networks are available there.

Conditions de vie
Cox’s Bazar has also a domestic airport. Cox’s Bazar in Bangladesh is currently classified as a family duty station (Security Level 3-moderate; Hardship category-D family). Educational facilities are limited, and international schools from primary to secondary school are currently only available in Dhaka. Health services are also very limited, but are somewhat acceptable in Dhaka. Excellent medical care is accessible in Bangkok. Malaria and dengue risks exist throughout the year. Vaccination against Japanese Encephalitis and diphtheria are required. Leisure and recreational facilities generally focus on beach activities (surfing, jet ski, etc.) and hotel-based activities (swimming pools, gyms, restaurant, and bars). Infrastructure and shopping options in Cox’s Bazar – a small city of just 250,000 persons – are relatively limited, however. Cox’s Bazar is a relatively comfortable duty station, but the workload in the emergency operation is heavy. The R&R cycle is 8 weeks. There are several domestic flights from/to Dhaka daily during daylight hours. Banks/ATM machines are available in Cox’s Bazar and credit/debit cards are accepted. Foreign currency can be exchanged easily in banks and exchange houses. Although security is generally acceptable, given the current situation in the area, no movement on highways at night is allowed. Walking and jogging in the streets as earmarked is permitted. Staff members may avail rickshaws and taxis within Cox’s Bazar city only during day light hours. Crowded local markets should be avoided.

Détails sur l'Affectation

Titre de l'Affectation  
UNV Associate Fleet Management Officer

Contexte organisationnel & description du projet

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).

Following militant attacks against security posts on 25 August 2017, Myanmar launched a brutal crackdown on Rohingya residents of Rakhine State, triggering the largest, swiftest refugee exodus in the region in decades, with over 720,000 fleeing across the border within several weeks. UNHCR declared a Level 3 emergency, which is expected to be reclassified as Level 2 during the first quarter of 2019. Prior to the current emergency, an estimated 300,000 Rohingya refugees were living in Cox’s Bazar. Today, over 907,000 have sought safety in official and makeshift camps. Of those, 620,000 live in the congested Kutupalong “mega camp.” The Rohingya are settled in a fragile area at high risk of flooding and landslides. UNHCR and partner agencies are implementing large-scale disaster risk reduction projects and the relocation of at-risk persons, while transitioning to mid-term site planning and development. Concurrently, UNHCR is addressing strains on host communities through investments in livelihoods and infrastructure.

The Rohingya are a resilient people but have acute protection needs, following decades of severe discrimination and human rights abuses in Myanmar. Restrictions on movement and scarcity of available

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
land in Bangladesh results in overcrowded sites with a range of risks. Protection and gender mainstreaming are key, with focus on community-based empowerment and resilience. Targeted interventions are needed to address widespread trauma, legal and physical needs, GBV, and child protection. A major operation is underway to register, biometrically enrol and issue documentation to all Rohingya refugees as a key priority in 2019. Bangladesh is not a signatory to the 1951 Refugee Convention or the 1967 Protocol.

The Government does not recognise the Rohingya as refugees, referring them as “Forcibly Displaced Myanmar Nationals.” The country has generously received the Rohingya refugees on the national territory and, to date, has respected the principle of non-refoulement. The presence of huge numbers of refugees – who now represent two-thirds of the local population – has had important impacts on local communities, service delivery, the economy and the environment. The Government sees the presence of the Rohingya refugees in Bangladesh as a threat to regional stability and considers return to Myanmar, as soon as possible, as the only available solution. This policy approach impacts on the humanitarian operation, with the Government discouraging medium or longer-term approaches, including the development of permanent infrastructure, providing formal education or livelihoods opportunities for the refugees and the use of cash to deliver assistance. Interagency coordination in Bangladesh is unique, complex and differs from the Refugee Coordination Model. The Inter-Sector Coordination Group (ISCG) provides overall coordination for the humanitarian operation, under the leadership of a Senior Coordinator from UNHCR. The Senior Coordinator leads a Heads of Sub-Office (HOSO) Group, with the participation of UNHCR’s Head of Operations and other agency heads in Cox’s Bazar.

In Dhaka, the Strategic Executive Group (SEG) brings together the UNHCR Representative, UN Resident Coordinator and IOM Chief of Mission as Co-Chairs, which provides overall direction and coordination for the operation and the principal interface with the Government’s National Task Force, which is chaired by the Ministry of Foreign Affairs. In Cox’s Bazar, UNHCR works closely the Refugee Repatriation and Relief Commissioner (RRRC), who leads the humanitarian operation for the Government of Bangladesh through the Camp-in-Charge officers working in the settlements, as well as with District Deputy Commissioner and local officials. Additionally, UNHCR works with nearly 100 inter-national and national NGOs, the Bangladesh military, border guards and policy. UNHCR’s Bangladesh operation receives a steady stream of visits from senior UN and government official, private sector donors, experts and researchers and the media. External relations and public information is an important part of UNHCR’s work, both in Dhaka and Cox’s Bazar.

**Objectifs de développement**

16. Peace, Justice and Strong Institutions

**Description de l’action**

Under the direct supervision of the Snr. Admin/Finance Officer the UN Volunteer will undertake the following tasks:

- Coordinate, manage and support all the fleet management activities in the Office.
- Implement effective fleet management that regularly monitors the fleet pool, saves cost and safeguards the investment of the organisation.
- Apply UNHCR’s fleet management strategy when preparing plans for purchase of important fleet assets. Conduct spend analyses using historical spend data to identify trends that can be used to plan procurement activities and Frame Agreements.
- Plan for acquisition, maintenance and replacement of fleet assets. Develop local fleet management replacement strategies taking into account UNHCR short- and medium-term requirements.
- Coordinate activities of implementing partners and/or contractors performing fleet related activities and ensure that they understand and adhere to relevant UNHCR rules and procedures.
- Respond to field requests for information and advice and coordinate responses from a range of HQ units to provide a clear, consistent and timely
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.
• Refléter 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
• Successful implementation and maintenance of UNHCR standard practices in vehicle fleet management procedures.
• Assurance of a cost-effective and appropriately-sized fleet.
• Successful implementation and maintenance of vehicle and passenger security and safety procedures and systems.
• Correct vehicle usage of procedures by UNHCR drivers as per the drivers’ rules and regulations.
• Accurately controlled, recorded and monitored drivers and vehicle logbooks.
• Fully trained drivers with developed skills and standards to the highest international safety standards.
• Effective and professional communication with other units within the representation to ensure the timely and efficient receipt and dispatch of personnel and goods to destinations within the operational zone.
• Ability to oversee, manage and operate fleet activities of the representation, supported by correct and cost-effective use of budget.
• Maintain regular, timely and accurate reporting.
• 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 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

Mechanical trade qualification or Engineering Certificate required; Basic Training Course for delegates or equivalent knowledge preferred.

Expérience Requise

- Three years of experience working in general logistics, including warehousing, transportation, customs clearance and procurement, and in managing and supporting staff. The following experience is preferred: in other UN organizations, working for a humanitarian aid organization in a developing country and/or working in fleet and transport management within UNHCR.
- Computer literate; proficiency in MS Office applications (Word, Excel, etc); knowledge of publishing software an asset.
- Excellent drafting and reporting skills; good research and analytical skills;
- Strong interpersonal skills and ability to work in a team;
- Sound security awareness;
- Have affinity with or interest in humanitarian relief, post-conflict situations, volunteerism as a mechanism for durable development, and the UN system;
- Skills on training and developing staff.

Linguistiques

- English (Mandatory), Niveau - Fluent

Domaine d’expertise

- Vehicle and fleet operation and maintenance Obligatoire
- Procurement and contracting Obligatoire
- Logistics and supply management Obligatoire

Domaine d'expertise requis

General logistics, including warehousing, transportation, customs clearance and procurement, fleet and transport management.

Permis de Conduire exigé

- Non

Compétences et Valeurs

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams
Conditions de service et autres informations

Conditions de service

Click here to view Conditions of Service

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$ 1,631. 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.

Code d'application  BGDR000570-6491

Application procedure

* Not yet registered in the UNV Talent Pool?
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?

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 to which you would like to apply.

**Application deadline:** 17 March 2020

doa.apply_url [https://vmam.unv.org/candidate/show-doa/QkdEUjAwMDU3MA==](https://vmam.unv.org/candidate/show-doa/QkdEUjAwMDU3MA==)

**Avertissement**

Le programme VNU est un programme qui promote 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.