
Informations générales

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<th>Central African Republic</th>
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<td>Catégorie de volontaire</td>
<td>International Specialist</td>
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<tr>
<td>Nombre de Volontaires</td>
<td>1</td>
</tr>
<tr>
<td>Durée</td>
<td>jusqu’au 30-06-2020</td>
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<tr>
<td>Possibilité de prolongation de contrat</td>
<td>Oui</td>
</tr>
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<td>Lieu d’Affectation</td>
<td>Bangui [CAF]</td>
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<td>Lieu d’Affectation sans Famille</td>
<td>Central African Republic is a non-family duty station with a difficult security and working environment. The country is landlocked with very limited travel possibilities and surrounded by countries with volatile and security problems (Chad, DR Congo, Sudan, South Sudan and Cameroon). Volatile socio-political situation and social unrest and grievance in particular in the capital city Bangui with frequent civil servants strikes causing interruption of health, education and civil service due to years of unpaid salaries. Power cuts are a norm causing insecurity in town. The population in Bangui including the expatriates is concerned about increasing cases of criminalities as a direct result of the March 2013 coup by the SELEKA – a coalition of rebel forces.</td>
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28 Feb 2020
groups and recent events in December 2013 that carried the country into a chaos.

The country is totally dependent on Cameroon sea port situated 1500 kms away causing regular shortage of basic domestic goods. Travel time from Douala (Cameroon) to Bangui for a truckload averages a week because of very bad roads and several roadblocks. The country security level is between 3 and 4 restricting movement to official travel only.

Currently the curfew applies from 10 pm to 5 am.

This situation puts tremendous stress on staff and their family members. There are very limited medical infrastructures and services do not function properly. Nevertheless, a UN Dispensary provides basic medical care for the UN personnel and the UN hospital built is operational since August 2014.

Only four airlines officially recognized by UN System serve the country: Air France (once a week), Royal Air Maroc (twice a week), Kenya Airways (three flights per week) and Asky (three flights per week). Flights are sometimes subject to cancellation when security situation volatility increases.

Staff in Bangui (MHQ) lives on local economy by renting apartments and houses. In comparison to 2014 more accommodation is available but with high costs therefore sharing is recommended. Supermarkets having all variety of food and appliances are available but costlier than normal process. Also Level II Hospital run by military medical team is available next to the MHQ.

Bria (Sector East HQ) is located in eastern CAR, approximately 600 Km from Bangui (capital city). Security situation is stable there, no need for an escort. MINUSCA has constructed tented camp for civilian personnel with air-conditioned and acceptable standards and prefabricated accommodation camps started in May 2016. Similarly, installation of office prefabricated units also ongoing.

There is catering services provided by a commercial entity on payment basis also the local market is well furnished of basic goods and opened all the week. There is Level2+ fully equipped military hospital in the Bria Green field where all civilian, military camp components are situated.

Bouar (Sector West HQ) is located in western CAR, approximately 500 Km from Bangui (capital city) where living conditions are quite acceptable. The local market is opened every day and well furnished with seasonal fruit and basic goods. Military Level I clinic exists but the mission has plan to provide better facility. MINUSCA has constructed tented camp for civilian personnel with air-conditioned and acceptable standards and prefabricated accommodation camps started in May 2016. Similarly, installation of office prefabricated units also ongoing. There is catering services provided by a commercial entity on payment basis. The security situation is stable but an escort is needed for some distance.

Kaga Bandoro (Sector Centre HQ), is located in the center is 320 Km far from Bangui and the same living conditions of Bria applies here.

Rest & Recuperation (R&R) scheme in Bangui has been re-established since August 2013 and maintained for all CAR duty stations to a 6 weeks frequency. Living conditions are becoming more and more difficult
due to the high cost of living and the scarcity of basic products and food. Fresh vegetables and fruits are available in the market. There is no MINUSCA Guest House in Bangui. Private accommodation possibilities are limited and getting a house according to the security measures can take about 4 weeks or more. Nevertheless, currently all serving UN Volunteers have a decent accommodation ensuring minimum and above the minimum standard of comfort. The average cost for accommodation varies from around 500 USD, for a small apartment with no furniture and no power generator, to 1700 USD with all commodities.

For the sake of rewarding experience, UN Volunteers in CAR carry out their duties with flexibility, commitment, and a willingness to live and work in challenging conditions including heat and limited water and electricity supply.

Détails sur l'Affectation

**Titre de l'Affectation**

Electoral Reporting Budget and Administration

**Contexte organisationnel & description du projet**

Concerned with the security, humanitarian, human rights and political crisis in the Central African Republic and its regional implications, the Security Council authorized on 10 April 2014 deployment of a multidimensional United Nations peacekeeping operation – MINUSCA, with the protection of civilians as its utmost priority. Its other initial tasks included support for the transition process; facilitating humanitarian assistance; promotion and protection of human rights; support for justice and the rule of law; and disarmament, demobilization, reintegration and repatriation processes. The newly established mission subsumed the UN Integrated Peace building Office in the Central African Republic (BINUCA) on the date of the establishment and has been set to take over authority in military and police matters from the African Union-led peacekeeping operation – MISCA – on 15 September 2014.


**Objectifs de développement durable**

16. Peace, Justice and Strong Institutions

**Description de l'action**

1. Reporting:

Within the terms of the organization’s delegated authority, and under the direct supervision of the UN Volunteer (Reporting Officer) will undertake the following tasks:

Assister aux réunions internes et externes en tant que de besoin ;
Aider à l’organisation des réunions en préparant la documentation à cet effet et préparer des notes et compte-rendu de réunions avec un accent sur les points nécessitant un suivi et assister l’équipe de Reporting et la hiérarchie de la Division dans leur mise en œuvre ;
Assister le Chef des opérations et la coordination terrain dans le reporting interne à la Division électorale ;
Préparer et/ou contribuer à la préparation des rapports analytiques quotidiens, hebdomadaires, annuels
et périodiques de la division électorale ainsi que sa contribution aux rapports mandatés par le Conseil de Sécurité ou tout autre organe des Nations Unies, selon le plan de travail et en collaboration avec toutes les composantes de l’unité électorale; Assister l’ANE dans l’élaboration des rapports, en cas de besoin; Exécuter toutes autres activités de même nature sur demande des supérieurs hiérarchiques de la Division;
Contribuer à l’évaluation permanente des activités de la Division;
Perform any other duties as and when assigned by the supervisor.

2. Budget:
Maintain an accurate staffing table and contacts list for all personnel employed within the section. • Keep a contact list for key mission staff/offices, governmental offices, local and international companies and UN Agencies.
T. +49 (0) 228-815 2000 F. +49 (0) 228-815 2001
A. Platz der Vereinten Nationen 1, 53113 Bonn, Germany W. www.unv.org
The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Prepare all correspondence (including administrative documents) of the Section and ensure distribution. • Coordinate and monitor all administrative issues and requirement of Transport Section (e.g. Stationeries, Office Equipment). • Process all incoming and outgoing correspondences (memo, fax, reports) and ensure the distribution to other offices/units according to importance and urgency. • Take notes and prepare minutes of meetings. • Arrange and maintain the CTO calendar. • Maintain the filing system (electronic & hard copy) of the office, reference materials and be responsible of the archive system. •

3. Administration
Identifies and resolves diverse issues/problems as they arise, and determines appropriate actions. Coordinates extensively with service units and liaises frequently with internal team members both at Headquarters and in the field.
Performs other related administrative duties, as required (e.g., operational travel programme, monitoring accounts and payment to vendors and individual contractors for services, physical space planning and the identification of office technology needs and maintenance of equipment, software and systems, organize and coordinate seminars, conferences and translations).
Furthermore, UN Volunteers are expected to:
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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;
Reflect on the type and quality of voluntary action that they are undertaking, including participation in
ongoing reflection activities;
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

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

All supports provided by ED sections in all locations are in accordance with approved support plans;
Timely and effective issuance of the division reports;
Role and functions of ED are clearly understood and adhered to by the UN Volunteer;
Increased performance output and expeditious delivery of service for visibly enhanced client satisfaction;
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 development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

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Qualifications / Exigences
Domaine de qualification  
Bachelor degree or equivalent

Niveau de qualifications - autres commentaires
University diploma/degree is required (minimum) in the field of Business Administration, Supply and Logistics; other training in the mentioned fields is an asset;

Expérience Requise  
24 mois

Remarques sur l'Expérience

- knowledge electoral affairs and several years of progressively responsible experience, including at least two (2) years in the field of logistics or administrative functions related to those fields;

- Proven ability to effectively coordinate tasks and previous experience in working with an international institution will be considered a strong asset will be an added advantage;

- Ability to produce high quality work under pressure and cope with deadlines;

Linguistiques
- English (Mandatory) , Niveau - Fluent
- AND - French (Mandatory) , Niveau - Fluent

Domaine d'expertise
- Other rule of law or governance related experience Obligatoire

Domaine d'expertise requis

Good mastery of computers & related software

Permis de Conduire exigé  
Oui

Compétencies et Valeurs
- Accountability
- Integrity
- Planning and Organizing
- Professionalism

Conditions de service et autres informations

Conditions de service  
Click here to view Conditions of Service

Conditions of Service for International Specialist:

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
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 CAFR000709-6458

Application procedure

* 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 to which you would like to apply.

Application deadline: 13-03-2020
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.