UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CAFR000710--CONSTRUCTION SITE MANAGER

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 Central African Republic
Host Institute UN Office for Project Services
Volunteer Category International Specialist
Number of Volunteer 1
Duration 6 months
Expected Starting Date Immediate
Duty Station Bangui [CAF]
Assignment Place Non-Family Duty station
Assignment Place Remark

Ability to undertake technical policy-focused approaches related to capacity development assessment;

Ability to work under pressure and to deliver in a timely manner without compromising quality and organisational standards;

Excellent command on both written and spoken English and French is essential, (knowledge of Sango will be an added advantage);

Ability to work with a team to deliver;

Strong written and oral communication, presentation and facilitation skills including substantive analysis and report writing skills.
Living Conditions

The Central African Republic (CAR) has sixteen Prefectures in addition to the District of Bangui. The country is landlocked with very limited travel possibilities and surrounded by countries with volatile and security problems (Chad, DRC, Sudan, and Cameroon). Volatile socio-political situation and social unrest and grievance 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 including the expatriates is concerned about increasing cases of criminalities as a direct result of the March 2013 coup by SELEKA – a coalition of rebel groups and recent events in December 2013 that carried 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 2 and 5 restricting movement to official travel only. The UNDSS security classification road of map in CAR as of January 2018 highlighted a potential risk with military escort on over 2/3 of the roads countrywide. Currently the curfew applies from 10 pm to 6am and the security is extremely volatile. 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 as well as UN hospitals provides basic medical care for the UN personnel. Four airlines officially recognized by UN System serve the country: Air France and Kenya Airways (twice a week), Royal Air Maroc and Asky (three times a week). Flights are subject of cancellation when security situation volatility increases. UN flights are also available to move towards UN operation areas in the country. R&R scheme 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 prices increase and scarcity of basic products and food. Fresh vegetables and fruits are available in the market. 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 can live in UN Compounds with 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.

Assignment Details

Assignment Title
CONSTRUCTION SITE MANAGER

Organizational Context & Project Description

UNOPS Central African Hub, headquartered in the DR CONGO has been identified as an agency in the United Nations system which can support the area of infrastructure (both horizontally and vertically), development, humanitarian and post conflict management. The distinctive activity of UNOPS in Central
Africa aims at assisting bilateral, multilateral partners, UN agencies and government entities in their efforts to ensure timely and efficient implementation of their investment projects related to the reconstruction and development of the countries within the Central African Hub.

The Government of Central African Republic identified the improvement of solid waste management as a priority. As such, the United Nations Multidimensional Integrated Stabilization Mission in the Central African Republic (MINUSCA) appointed the United Nations Office for Project Services (UNOPS) to carry out an assessment of a public city Landfill site.

As a second phase, the MINUSCA requests UNOPS’ support to rehabilitate and develop the site. The project consists of four (4) components:

Component 1: Detailed studies Undertake detailed studies including geotechnical and hydrological surveys as well as Environmental and Social Impact Assessment (ESIA)

Component 2: Rehabilitation and development of the landfill site. Undertake the works for the rehabilitation of the landfill.

Component 3: Capacity building and procurement. Build the capacity of the landfill staff and of the Municipality of Bangui to operate the site

Component 4: Community Outreach Perform the community outreach plan resulting from the community outreach assessment in water, sanitation and hygiene WASH (Water, Sanitation and Hygiene) needs.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of Project Manager, and with delegated authority, the UN Volunteer will oversee the construction activities, community outreach and capacity building activities of the project, act as quality control, technical and engineering precision focal point for the project. She/he shall undertake the following tasks during the assignment:

- Supervise, plans, directs and monitors the rehabilitation and development of the Kolongo Waste management site carried out by contractors and consultants to achieve the expected outputs of the project and prepare supervision reports at regular timeframes. This shall integrate environmental initiatives and modern technologies with economic and functional value as necessary during the lifespan of the project;
- Complete the performance evaluations of contractors and consultants, recommend and implement necessary action and provide training and development as required;
- Record the work measurement and certify the contractor’s interim and final bill of payment;
- Assist for resolution of all contractual issues, including examining the contractor’s claims for variations/ extensions, additional compensations, etc., and prepare recommendations;
- Read and interpret construction and engineering plans to ensure that landfill construction and
rehabilitation works are undertaken as per UNOPS Design Review compliant engineering and construction plans;

- Plan and prepare detailed scopes of work of agreed technical options, technical specifications, Bill of Quantities, cost estimates, incorporated in formal specifications for works, facilities and systems to determine feasibility, then inspect and sign them off upon delivery;
- Elaborate and implement Quality Assurance and Quality Control policies, Safety, Health and Environmental which are aligned with UNOPS requirements;
- Assist in preparation of briefing documents for senior management level meetings with donors or Government counterparts;
- Mentor and coach supervised technical and non-technical staff.
- Perform other related duties as assigned by the Project Manager.

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

- The construction, rehabilitation, capacity building and community outreach activities of the Kolongo Waste Management Site Project are delivered as per project specifications, scope, time and cost
- Technical and non-technical colleagues are coached and mentored to meet UNOPS operational requirements;
- 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

- 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
Civil Engineering, Environmental Engineering, Construction Management or a related field

Required experience
60 months
Experience Remark
Five years or more of postgraduate professional experience in a relevant field of work, with a background and interest in civil engineering, construction works supervision, construction administration, quality assurance and quality control.

Language
- French (Mandatory), Level - Fluent
- AND - English (Mandatory), Level - Working Knowledge

Area of Expertise
- Civil engineering and construction supervision Mandatory
- Other engineering and construction related experience Mandatory
- Engineering economics and quantity surveying Mandatory

Area of Expertise Requirement

Some waste management construction and rehabilitation techniques desired.

Ability to undertake technical policy-focused approaches related to capacity development assessment;

Ability to work under pressure and to deliver in a timely manner without compromising quality and organisational standards;

Excellent command on both written and spoken English and French is essential, (knowledge of Sango will be an added advantage);

Ability to work with a team to deliver;

Strong written and oral communication, presentation and facilitation skills including substantive analysis and report writing skills.

Need Driving Licence
Yes

Competencies & Values
- Accountability
- Commitment and Motivation
- Commitment to Continuous Learning
- Integrity
- Planning and Organizing
Conditions of Service and other information

Condition of 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$ 1,651. 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**

CAFR000710-6587

**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:** 25-03-2020

doa.apply_url [https://vmam.unv.org/candidate/show-doa/Q0FGUjAwMDcxMA==](https://vmam.unv.org/candidate/show-doa/Q0FGUjAwMDcxMA==)

**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.