UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CAFR000711--UNV Logistic 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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Central African Republic</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>UN Mission in CAR</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>until 30-06-2020</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Ndele [CAF]</td>
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<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
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<td>Assignment Place Remark</td>
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Non Family Duty Station

Living Conditions
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 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.

**Assignment Details**

**Assignment Title**

UNV Logistic Officer

**Organizational Context & Project Description**

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.

**Sustainable Development Goals** 16. Peace, Justice and Strong Institutions

**Task description**

Under the direct supervision of the Regional Administrative Officer and the Head of Office, the UNV Logistics Officer is responsible for the following duties:

- Prepare logistics and support plans, deployment for planned or new operations;
- Develop logistical plans for existing operations; Develop logistics contingency plans;
- Develop and implement methodologies and tools to enable effective execution of logistic plans; Coordinate logistics support to regional office in the area of responsibility;
- Maintain up-to-date records of all the main logistics stocks, such as water, fuel (Jet A1 and diesel), meals-ready-to-eat (MREs), air support, vehicles, communication equipment, generators and engineering equipment or;
- Report daily through the Log Ops Office in Bangui on the logistics status and/or immediate problems;
- Consolidate fuel stock reports and follow up on fuel consumption; inform the Regional Administrative Officer of any foreseeable fuel shortage to forward requests to Fuel Unit in Bangui; Coordinate logistics activities with procurement, finance, humanitarian affairs and other substantive units;
- Develop and implement logistics support policy, procedures and methodologies to the common benefit of all mission units;
- Prepare reports on personnel and material movements and other operational logistics issues; Participate in technical survey missions for new missions and pre-deployment verification visits to troop contributing countries;
- Identify, plan and manage special logistics operations; Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained;
- Prepare logistics preparedness reviews;
- Coordinate logistics operations with UN agencies, UN military, UN police and other organizations upon request.
Required Degree Level
Bachelor degree or equivalent

Required experience
48 months

Qualifications/Requirements

- A minimum of four (4) years of progressively responsible experience managing diverse logistics operations in Military/Police, commercial or international organizations;

Language

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
• English (Mandatory), Level - Fluent
• AND - French (Mandatory), Level - Fluent

Area of Expertise
• Logistics and supply management Mandatory
• Facility, camp and compound maintenance and management Optional

Area of Expertise Requirement

• Other premises management/maintenance, supply, or purchasing related experience Mandatory

Need Driving Licence Yes

Competencies & Values
• Adaptability and Flexibility
• Communication
• Planning and Organizing
• Professionalism
• Working in Teams

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: CAFR000711-6618

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?

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 to which you would like to apply.

Application deadline: 29-03-2020

doa.apply_url: https://vmam.unv.org//candidate/show-doa/Q0FGUjAwMDcxMQ==

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.