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>
</tr>
</thead>
<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 30-06-2021</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Bangui [CAF]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
</tr>
</tbody>
</table>

**Assignment Place Remark**

**Living Conditions**

Supermarkets having all variety of food and appliances are available. A Level II Hospital run by military medical team is available at the MINUSCA HQ. After every six weeks, the UNV ARWO is granted a Rest & Recuperation (R&R) period with MINUSCA providing a lump sum of 1400usd for the airfare. Rented apartments are available, and UN Volunteers are encouraged to live together in order to reduce rental costs.

15. Conditions of Service for international UN Volunteers:

Initial contract from Entry on Duty (EOD) until 30 June 2019, with further possible extension based on Mission’s mandate, operational necessity and satisfactory performance.

A 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 VLA is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs.
monthly VLA for the country is US$ 2,372.56. Moreover, to complete the monthly VLA rate, a Family Allowance (FA) is added in function of the number of recognized dependents (or: in the amount of US$ 250 if the UN Volunteer has 1 recognized dependent, and US$ 450 if the UN Volunteer has 2 or more recognized dependents). In addition to that amount, the UNV is also granted on a monthly basis US$ 1000 for their well-being.

Other entitlements at the beginning of the assignment include a lump sum representing the Settling In Grant (SIG), periodic home visit, final repatriation travel (except in the event of a resignation within the initial contract period), and resettlement allowance for satisfactory service.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

Assignment Details

Assignment Title

Associate Reporting and Coordination Officer (ARCO)

Organizational Context & Project Description

The JOC is to support MINUSCA Leadership and Senior management group by enabling their informed, coordinated and timely decision-making and strategic engagement on operations and crisis management. It serves as the information hub for the MINUSCA HQ and the Mission Field Offices through the 24/7 situational reporting; information management through the renovated information tools of SAGE and MCOP; operational coordination, and crisis management. (http://www.un.org/en/peacekeeping/missions/minusca/).

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under immediate supervision of the Joint Operations and Coordination Team Leader, and overall supervision of the Chief of JOC, the UNV ARCO will be responsible for the following duties:

To attend the Mission Operational Coordination Team (OCT) and Planning OCT meetings and provide the meeting notes and action points, to follow up on the implementation on the action points;

To attend Mission Civilian-Military coordination meetings and to provide the meeting notes;

To facilitate the JOC coordination process through day-to-day active coordination with all Mission components;

To support and attend weekly JOC coordination meetings and to provide the meeting notes;

To maintain and update the JOC contact lists of all mission substantive heads, all field offices, UN country team representatives, reporting focal points, and humanitarians in CAR;

To maintain and update the JOC crisis management contact list, and support the crisis management working group with situation brief note;

Act as the JOC focal point to coordinate with Security Operations Centre (SOC), Mission Support Centre (MSC), and Medical Section on security, logistic support and Mission CASEVAC to issue the Alert and Flash report.

Act as the JOC Protection of Civilian (POC) focal point, to attend the POC training and meeting, to provide JOC’s inputs, and to coordinate with the Field Offices and coordination report as requested.

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

Joint Civilian and Military and Police integrated operations in Bangui and in the field are timely monitored, coordinated, followed up and reports are drafted in good quality.

Daily and Weekly briefing, coordination meetings are well organized and the meeting notes, action points and other outputs are timely monitored.
OCT and POCT meetings are timely supported with issuing the invitation to participants; the meeting notes and action points drafted and submitted within the established deadlines.

All POC meeting are timely attended and meeting notes are submitted timely.

All JOC contact lists are maintained up-to-date.

Civilian CASEVAC cases are timely coordinated, processed, and Alert and Flash issued.

- 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**

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
</tr>
</thead>
</table>

**Education - Additional Comments**

Advanced university degree (Master's or equivalent) in Political Science, International Relations, Foreign Affairs, Law, Security, Public management, Administration or related field. A first level university degree with a relevant combination of academic qualifications and experience in related areas may be accepted in lieu of the advanced university degree.

**Required experience**

24 months

**Experience Remark**

Experience in an operations center, experience in drafting reports and worked with the UN is an asset

**Language**

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

**Area of Expertise**

- Other security and protective services experience Mandatory

**Area of Expertise Requirement**

**Need Driving Licence**

Yes

**Competencies & Values**

- Communication
- Integrity
- Professionalism
- Respect for Diversity
- Working in Teams

**Conditions of Service and other information**
Conditions of Service for International Specialist:


The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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** CAFR000735-7240

**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: 26-07-2020

doa.apply_url

https://vmam.unv.org/candidate/show-doa/Q0FGUjAwMDczNQ==

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.