General Information

Country of Assignment: Central African Republic
Host Institute: UN Office for Coordination of Humanitarian Affairs
Volunteer Category: International Specialist
Number of Volunteer: 1
Duration: 12 months
Expected Starting Date: Immediate
Duty Station: Bangassou [CAF]
Assignment Place: Non-Family Duty station

Assignment Place Remark:
- Professionalism: demonstrated understanding of operations relevant to UNOCHA; technical capabilities or knowledge relevant or transferrable to UNOCHA procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
- Integrity: demonstrate the values and ethical standards of the UN and UNOCHA in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization’s interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority;
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to
Assignment Details

Assignment Title
ASSOCIATE HUMANITARIAN AFFAIRS OFFICER

Organizational Context & Project Description

Since the beginning of the armed conflict in 2013, CAR represents one of the main and least visible humanitarian crises in the world. Despite signing the Political Agreement for Peace and Reconciliation (PAPR) between the Government and 14 armed groups on 6 February 2019, the situation remains tense and frequent incidents of violence were reported across the country. Continuous displacement of the population and situations of violence in an already fragile context have led to significant humanitarian consequences for the protection of civilians, their living conditions, as well as for their physical and mental survival. The crisis in CAR, now more than ever, could be considered first and foremost as a protection crisis.

As of 31 January, there were 725,000 internally displaced people reported throughout the country, including newly displaced people affected by the electoral-related voice that erupted on 15 December. At the same time, over 640,000 Central Africans have fled to neighboring countries such as Cameroon, Democratic Republic of Congo, Chad or Congo. In terms of vulnerability, internally displaced girls and women are particularly vulnerable to protection risks and threats, especially gender-based violence (GBV).

The HRP 2021, which targets 1.84 million people with lifesaving humanitarian assistance, is significantly underfunded. As of 26 February 2021; only 8% of the its US$444 million funding requirement has been met. In this context, OCHA facilitates the coordination of humanitarian response of more than 163 UN, NGOs (National and International) partners, Red Cross/Red Crescent movement and donors. OCHA CAR is adapting to the evolving complexity of the operating environment against a backdrop of growing needs and access challenges, therefore tailoring both its team composition and footprint to ensure improved and effective coordination of
humanitarian response priorities in 2020-2021.

Sustainable Development Goals

11. Sustainable Cities and Communities

Task description

Under the direct supervision of the Head of sub-office, the Associate Humanitarian Affairs Officer will perform the following tasks:

- Assist the Head of Sub-Office in the day-to-day management of humanitarian activities;
- Support the collection and processing of humanitarian information at the field level, including the maintenance of the list of humanitarian contacts;
- Support the identification of humanitarian needs and the implementation of the response;
- Monitor trends in the area covered by the sub-office, produce analyzes particularly with a view to establishing and strengthening humanitarian coordination mechanisms, response planning and implementation and advocacy;
- Facilitate joint analysis and cooperation with humanitarian partners, agencies of the United Nations System, national and international NGOs, as well as with local authorities;
- Facilitate the coordination of the humanitarian response in favor of the affected populations in the area by supporting / leading / participating in humanitarian coordination mechanisms or other mechanism put in place to facilitate engagement with other stakeholders such as MINUSCA military, police and civilian component;
- Support in the preparation of high-level visits and humanitarian missions in the area (logistics, liaison with the security officer, with mission participants, draft ToR and talking points, etc.);
- Support / participate in humanitarian missions in the area;
- Support the production of regular reports, situation reports, humanitarian updates or other relevant supports (briefing note, etc.);
- Provide support to colleagues and advocate for OCHA mandate in the area, especially in the event of the absence of the Head of sub-office (missions, holidays, etc.).

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

As an active UNOCHA team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNOCHA and its beneficiaries in the accomplishment of her/his functions, including:

- High quality information and analytical documents are developed in accordance with OCHA guidelines, tailored to recipients (United Nations agencies, partners, delegation / visitors, etc.);
- Contribute with evidence to a good preparation and management of the coordination meetings in the zone and the detailed reports are written and disseminated within the required deadlines;
- Effective monitoring of the evolution of the humanitarian context and information sharing on the relevant facts relating to the events.
- Support is provided for the planning of humanitarian interventions, the monitoring of ongoing emergency preparedness and response;
- Contribute to the proper preparation of inter-agency missions in the area and provide mission reports for dissemination within the required deadlines;
- Understand OCHA’s mission in the sub-office’s areas.
- 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

- 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)
Qualifications/Requirements

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<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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**Education - Additional Comments**

- An advanced university degree (Master's degree or equivalent) in political science, social science, international studies, public administration, economics, engineering, earth sciences or a related field is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Required experience**

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<th>36 months</th>
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**Experience Remark**

- A minimum of two years of progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, or other related area, is required. Humanitarian experience in the field (actual setting where a mission and/or project is being implemented) in emergency situations (complex emergency or natural disaster) is desirable.
  - Excellent written and analytical skills

**Language**

- French (Mandatory), Level - Fluent
- And One of these - English (Mandatory), Level - Working Knowledge

**Area of Expertise**

- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Mandatory
- Other emergency management experience Mandatory
- Crisis and conflict prevention, mitigation, resolution and reconciliation Mandatory

**Area of Expertise Requirement**

- Demonstrated experiences in conducting and participating in meetings and reporting thereof
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Desirable: valid national driver’s license and proven ability to drive manual gear 4x4 over rough terrain; (if not applicable, delete)
- Sound security awareness;
- Have affinity with or interest in Humanitarian response, volunteerism as a mechanism for durable development, and the UN System.
Conditions of Service and other information

Condition of Service
Click here to view Conditions of Service

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$ 1,682. 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 (Roles and Responsibilities of Host Entities)**

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;

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities’ services during pandemics).

**Application Code**

CAFR000787-9026

**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:** 24-03-2021

**doa.apply_url**

[https://vmam.unv.org/candidate/show-doa/Q0FGUjAwMDc4Nw==](https://vmam.unv.org/candidate/show-doa/Q0FGUjAwMDc4Nw==)

**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.*