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>Cameroon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>UN Office for Coordination of Humanitarian Affairs</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>6 months</td>
</tr>
<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Buea [CMR]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
</tr>
</tbody>
</table>

Assignment Place Remark
- Female candidatures are strongly encouraged.
- Applicants must be available to take up the position no later than two weeks after the application deadline

Living Conditions

The UNV will be based in Buea but can be transferred in other region depending on the needs. He or her will regularly travel to Bamenda, Douala, Yaoundé and other remote areas for logistics support to COVID-19 response.

Buea is the southwestern regional capital of Cameroon. The city is located on the slopes of Mount Cameroon and has a population of 300,000 inhabitants; it has two government hotels, the Mountain Hotel and the Palamenterian Flats Hotel, located around the government's residential area.

Due to its location at the foot of Mount Cameroon, Buea's climate tends to be humid, with higher districts benefiting from cooler
temperatures while lower districts experience a warmer climate. Long periods of rain, characterized by incessant rainfall, which can last for weeks, are frequent during the rainy season, as are wet fogs that fall from the mountains to the city below.

As a regional centre, the city has many markets, banks and offices.

Security and safety (Avoid - Hide and Face):

Security and safety are ensured by complying with local laws in place, in this case the permanent wearing of identification documents (National Identity Card, Passport, etc.), check-point compliance, curfew compliance and any other indication recommended by the city representation.

Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Logistics Assistant</th>
</tr>
</thead>
</table>

Organizational Context & Project Description

OCHA is the part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies. OCHA provides support to the Emergency Relief Coordinator (ERC), who works with the Secretary-General and the Inter-Agency Standing Committee (IASC) in leading, coordinating and facilitating humanitarian assistance to respond to the needs of affected people, which includes internally displaced persons (IDPs). See [www.unocha.org](http://www.unocha.org)

At the end of the year 2019, a corona virus outbreak was discovered in China which quickly led to the World Health Organisation (WHO) calling the outbreak an epidemic. This infected more than 80,000 people and killed more than 2,000 in China alone. The infection quickly spread to Europe as well as all other continents of the world including Africa. The virus now termed COVID-19 has infected more than 1,400,000 people, killing more than 81,000 worldwide despite the numerous efforts governments are making to curb its spread.

Africa including Cameroon is bracing for the worst as the number of infected persons continue to rise. In response the government of Cameroon introduced 15 measures to curb the spread of COVID-19 including respecting guidelines set by WHO.

Cameroon today is also affected by three concurrent, complex humanitarian crises: Boko Haram violence in the Far North region; consequences of the influx of refugees from the Central African Republic into the eastern regions (Adamawa, North and East); and growing humanitarian needs due to the conflict in the North-West (NW) and South-West (SW) regions. Humanitarian challenges are reinforced by structural factors and chronic vulnerabilities that hinder the long-term recovery of affected people.

In response to the humanitarian situation, UNOCHA is working with government authorities, UN sister agencies and non-governmental organizations on the coordination of the response to the COVID-19, prevention and response to the affected population.

The country office does not have enough dedicated staff to coordinate humanitarian emergencies. Managing the procurement process, transport, storage and distribution of goods and services relating to the COVD-19 within a short space of time for the COUSP (Public Health Emergency Operations Centre) is therefore a challenge and the recruitment of a Logistics Assistant will be timely.

Sustainable Development Goals

3. Good Health and Well-being

Task description

Under supervision of the Head of Sub Office, the incumbent is expected to provide effective logistics support to COUSP COVID-19 response. The incumbent will be part of the CO operation team.

Objectives and expected output :

- To coordinate logistics support for COUSP in various Regions in Cameroon and
- To ensure effective management of emergency COVID-19 supplies, furniture, equipment and services at the central, regional and divisional levels (including management systems to record, track and report receipt, storage, refrigeration, transportation and distribution of goods and services).
distribution).

- To strengthen the capacity of the COUSP staff and implementing partners, in logistics management of emergency supplies.

**Main duties and Responsibilities:**

**Coordination:**

- Operate in close collaboration with the Ministry of Health, CO Procurement Focal Point, other agencies and implementing partners;
- Liaise with government bodies, the Ministry of Public Health (MINSANTE) in particular were necessary, UN agencies, NGOs for required support to effectively carry out assigned responsibilities;
- Actively participate in logistics and procurement sector coordination meetings as appropriate.

**Programme implementation:**

- Provide immediate support to the CO in the warehousing, transportation, distribution and reporting on the bulk of emergency COVID-19 Supplies and services.
- As appropriate, participate in joint field assessments or undertake specific field visits/assessment missions to gain a better understanding of existing logistics infrastructure, warehousing facilities, health facilities and distribution systems.
- Identify needs and possible gaps in the logistics pipeline and provide input on how to strengthen the logistics chain (from calculating needs and emergency COVID-19 good and services through procurement to actual distribution).
- Develop systems/standard protocols through which the COUSP can operate, manage and forecast its COVID-19 emergency supplies and services (e.g. transportation, warehousing, distribution channels, contingency plans) to the “last mile”.
- Provide support to COUSP to identify logistics needs, for procurement of emergency supplies and delivery to affected areas in a timely manner;
- Provide support in projecting future needs for prepositioning (as appropriate) emergency supplies and services;

**Monitoring and supervision:**

- Establish a monitoring mechanism that takes into consideration warehouse capacity (including partners, especially MINSANTE), access, utilization rate, coverage and distribution to track and monitor COVID-19 emergency supplies and services.
- Organise monitoring visits to ensure proper storage, distribution, and utilization of emergency supplies and services, including to the field and partner agencies.
- Implement a Tracking system for the receipt and distribution of all emergency supplies and services in collaboration with the Ministry of Health.
- Document challenges and good experiences as well as the way forward;

**Reporting:**

- Provide regular updates on COVID-19 supplies and services management to the COUSP for inclusion in donor briefs and reports.

**Others:**

- Perform other duties as directed by the supervisor.

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 OCHA team member, efficient, timely, responsive, client-friendly and high-quality support rendered to COUSP and its beneficiaries in the accomplishment of her/his functions.
- Established effective and efficient delivery and feedback channels between port of entry and beneficiaries for all supplies.
- Mapping of Logistics actors both in Yaoundé and regions.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising)
Qualifications/Requirements

Required Degree Level
Bachelor degree or equivalent

Education - Additional Comments
Bachelor's degree Business Administration, Transport Management, Supply Chain or other related fields.

Required experience
24 months

Experience Remark
Required Experience: Minimum 2 years
- At least 2 years progressively responsible professional experience in land, shipping or air transport and logistics/transport operations in this field in a humanitarian context an asset.
- Experience within a multinational and multicultural environment
- Prior experience in the UN system is an asset.
- Experience in the field of Humanitarian Response is an asset;

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

Area of Expertise
- General business management Mandatory
- Road and rail transport, transport planning and management Mandatory
- Logistics and supply management Mandatory

Area of Expertise Requirement

Need Driving Licence
No

Competencies & Values
- Accountability
- Communication
- Professionalism
- Working in Teams

Conditions of Service and other information

We are inspiration in action

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

6 May 2020

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

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 and official processes;
- 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;

- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;

- 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: CMRR000413-6987

Application procedure

PROCEDURE DE CANDIDATURE

* Si vous n’êtes pas encore enregistré(e) dans la base des données du programme VNU :


2. Après avoir créé votre compte, complétez toutes les sections de votre profil et soumettez-le.


* Si vous êtes déjà enregistré(e) dans la base des données du programme VNU :

1. Veuillez d’abord mettre à jour votre profil à l’adresse https://vmam.unv.org/candidate/profile

2. Ensuite, allez à ‘Ma page’ à https://vmam.unv.org/candidate/mypage

3. et cliquez sur le lien « Recrutement spécial » et sélectionnez l’appel spécial auquel vous souhaitez postuler

NB: Il s’agit d’un poste pour les Volontaires des Nations Unies Nationaux. Seuls les ressortissants du pays de programme ou les résidents légaux du pays de programme avec le statut de réfugié ou encore les résidents légaux du pays ou du territoire de programme avec le statut d’apatride sont admissibles à déposer leur candidature

Les candidatures féminines sont fortement encouragées.

Date limite de candidature : 13/05/2020

*****************************************************************************

APPLICATION PROCEDURE

* Not yet registered in the UNV Talent Pool?

1. Please first register your profile at https://vmam.unv.org/candidate/signup

2. Important : After creating your account, complete all sections of your profile and submit it.

3. 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?

1. Please first update your profile at https://vmam.unv.org/candidate/profile.
2. Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and
3. Click on the ‘Special Calls’ hyperlink to select the special call to which you would like to apply.

Note: This is a national UN Volunteer assignment, therefore only nationals of (the Programme Country) and legal residents in (the Programme Country or territory) with the status of refugee or with the status of being stateless are eligible to apply.

Female candidates are strongly encouraged.

Application deadline: 13/05/2020

doa.apply_url https://vmam.unv.org//candidate/show-doa/Q01SUjAwMDQxMw==

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.