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: Cameroon


Volunteer Category: International UN Volunteer Expert

Number of Volunteer: 1

Duration: 12 months

Possibility of Extension: Yes

Expected Starting Date: Immediate

Duty Station: Yaounde [CMR]

Assignment Place: Family Duty Station

Assignment Place Remark: Female candidatures are strongly encouraged.

Living Conditions

Location of the work place:

- UNESCO Office in Yaoundé is located in Bastos neighborhood, where most of Embassies and international organizations have their offices. A number of services (banks, international schools, etc.), restaurants and supermarkets can be found in Bastos. In fact, most of expatriates do live in this neighborhood. Transportation in Yaounde can be done by taxi, although it is recommended to call for private taxis rather than street taxis for safety purposes. A huge range of private second cars are available in the market from prices raging starting at 3.000 USD.

Housing:

T. +49 (0) 228-8152000
F. +49 (0) 228-8152001
A. PO Box 200111, 53113 Bonn, Germany
W. www.unv.org

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

29 Jul 2020
Housing in Yaoundé is relatively priced with regard to the quality. Individual houses (villas) are scarce and generally they lack maintenance. Building apartments are the best option since they are normally equipped with generators and water tanks (there are power and water cuts especially during pick dry and rainy season). Apartments can be rented starting at 800/1000 USD per month. Given limited housing offer, and for security reasons, residential areas for international staff in Yaoundé are limited by UNDSS to six areas: City center, and the areas of Bastos, Essos, Golf, Dragage, Omnisports.

Security:
- The security situation in the city of Yaoundé is partially satisfactory although it should be noted that petty crime is the main threat in the city of Yaoundé. As the political capital and seat of the institutions of the Republic of Cameroon, Yaoundé has a significant presence of Police and Gendarmerie. Main crimes relate to burglaries in homes, armed robberies perpetrated by small groups of bandits. These criminal acts are mostly held overnight. In the country, travelling to the Extreme-North, North, Adamaoua, North-West and South-West regions require UNDSS authorization and is limited to official business travels.

## Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Partnerships and Resource Mobilization Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organizational Context &amp; Project Description</strong></td>
<td></td>
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<tr>
<td>The United Nations Education, Scientific and Cultural Organisaztion (UNESCO) was founded on 16 November 1945.</td>
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<tr>
<td>UNESCO's office in Yaoundé was established in 1991, transformed in 2014 into a Regional Office for Central Africa covering Angola, Burundi, Camroon, Central African Republic, Chad, Republic of Congo (Brazzaville), Democratic Republic of Congo, Equatorial Guinea, Gabon and Sao Tomé et Principe.</td>
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<tr>
<td>The Yaoundé Office has to implement programmatic activities and projects within UNESCO’s areas of competences: Education, Science, Social Human Sciences, Culture, communication and information.</td>
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<tr>
<td>UNESCO seeks to build peace through internationa cooperation in Education, the Sciences, Culture and Communication. UNESCO’s programs contribute to the achievement of the Sustainable Development Goals define in Agenda 2030, adopted by the UN General Assembly in 2015. UNESCO is the only UN agency with a constitutional mandate to promote free flow of ideas by word and image and to maintain, increase and diffuse knowledge. It has close to 8 decades of experience in global standard setting, promoting the establishment of international and national policies and implementation of concrete projects in the area of communication and information. It also has a unique mandate to mobilize for quality and inclusive education; protect and promote cultural heritage and support cultural diversity. It contributes to the pursuance of scientific cooperation.</td>
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<tr>
<td>The UNESCO Multisectoral Regional Office in Yaoundé is actively represented in the United Nations’ Country Team (UNCT) in Cameroun and in other countries of the region that it covers, cooperating actively as well with Peace Keeping missions in the region. UNESCO also participates all UNCT working groups; Governance, Communication etc.</td>
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<tr>
<td>In light of the aforementioned, the <strong>Partnerships and Resource Mobilization Officer</strong> will be responsible to support the Office in keeping the Partnerships and Resource Mobilization Plan up to date, including the related action plan, which details ongoing fundraising efforts across the office to address resource gaps by providing professional expertise and assistance in the field.</td>
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### Sustainable Development Goals

**17. Partnerships For the Goals**

**Task description**

Within the delegated authority and under the supervision of the UNESCO Regional Director for Central Africa or his/her designated
mandated representative(s), the UN Volunteer for Partnerships and Resource Mobilization Officer will:

- Support the Director in keeping the Resource Mobilization Plan up to date, including the related action plan, which details ongoing fundraising efforts across the office to address resource gaps;
- Act as the main knowledge point for intelligence on donors: Keep up to date with the latest developments and initiatives of relevance (e.g. strategic partnership opportunities, donor trends, new funding initiatives on thematic areas announced by international donors, donors announcing interest in Central Africa region, donors contributing to emergency appeals, etc.);
- Participate in relevant webinars, trainings, workshops etc. organized by UNESCO or others in the region and in headquarters and share gained intelligence afterwards with the office;
- Track and monitor all partnerships and resource mobilization efforts in the region and systematically keep records, process, share information and updates with the Director and relevant sections;
- Organize donor review meetings or steering committee meetings in close consultation with the relevant sectors;
- Organization and documentation of Office Resource Mobilization Meetings;
- Ensuring that all key documents for donor relations (Proposals, reports, field trip documentation, key correspondence, donor visibility material, etc.) are adequately saved, processed, updated and shared;
- Overall monitoring of internal timelines and deadlines to ensure the timely submission of reports, proposals, including allowing sufficient time for quality control, editing, etc.;
- While the substance of any proposal will come from the responsible Chief of Section or Programme Specialist, the Resource Mobilization Officer is responsible for quality assurance including layout, editing and formatting, and for checking the completeness of the correspondence, reports or proposals including the proposed budget, visibility and reporting agreements, etc. This includes compliance with UNESCO terminology and guidelines on the use of the logo and other communication needs;
- Ensure the proposals include clear arrangements and agreements on reporting timelines as well as donor visibility (human interest stories, website/social media coverage, field visits), and that the requirements for visibility are adequately costed in the budget;
- Support the Director with the development of a set of compelling communication assets such as fact sheets, a standard slide presentation, etc. that can be customized easily for different donors;
- Support the Director in maintaining effective and positive relationships with all decentralized representatives of partners and donors (incl. potential donors);
- Provide unofficial and irregular soft partners and donors updates outside the agreed reporting schedule if required to demonstrate progress and impact to the donor (e.g. newspaper articles, website coverage, quick photos and videos from the field, key staff profiles, etc.);
- Monitor and track the successful implementation of donor agreements in line with the agreed proposal, including expenditure monitoring together with the responsible programme specialist;
- Flag any deviations and/or delays to the Director and the senior management and the relevant sectors;
- Overall monitoring and coordination of reporting schedules under donor agreements and ensuring timely submission;
- While the substance of any donor report will come from the responsible programme specialist, the incumbent is responsible for quality assurance, layout and formatting, and ensuring reporting is in line with initial agreements and templates under the proposal. This includes accuracy check as well as ensuring compliance with UNESCO terminology and guidelines on the use of UNESCO’s logo and comm material;
- Contribute to and oversee project communication and visibility plans.

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 UNESCO team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNESCO and its beneficiaries in the accomplishment of her/his functions, including;
- Well managed and up to date information platform and database of partners, donors, partnerships;
- Well-designed partnerships and donors mobilization strategy with clear and well managed indicators
Qualifications/Requirements

- Effective and efficient management and monitoring of partnerships and donors agreements;
- Tangible positive results in terms of mobilization of resources and establishment of partnerships.

- 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.

**Required Degree Level**

Master degree or equivalent

**Education - Additional Comments**

- Advanced higher degree (Master’s or equivalent) in a relevant area, e.g. marketing or area related to fundraising and resource mobilization;
- A first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree.

**Required experience**

60 months

**Experience Remark**

- At least 05 years of professional work experience at the national and/or international level in resource mobilization or M&E, or other relevant programmes; experience with project management is an asset, as is experience working in the UN or other international development organization;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- 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;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, MS Project, Powerpoint, Prezi) and email/internet; familiarity with database management and CRM systems and platforms; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Sound security awareness;
- Have affinity with or interest in the areas of Education, Culture and Sciences, volunteerism as a mechanism for durable development, and the UN System.

**Language**

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

**Area of Expertise**

- Resource mobilization, partnership and donor coordination Mandatory

**Area of Expertise Requirement**

- Need Driving Licence No

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.
UN Expert Volunteer receive a monthly Expertise Differential calculated at 40% of the UN Specialist Volunteer monthly living allowance.

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**

CMRR000419-7516

**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 for to which you would like to apply.

**Application deadline:** 12 August 2020

**doa.apply_url**

https://vmam.unv.org//candidate/show-doa/Q01SUjAwMDQxOQ==

**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.