

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

## CMRR000422--Shelter Assistant

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

<b>Country of Assignment</b>	Cameroon
<b>Host Institute</b>	UN High Commissioner for Refugees
<b>Volunteer Category</b>	National Specialist
<b>Number of Volunteer</b>	1
<b>Duration</b>	12 months
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Meiganga [CMR]
<b>Assignment Place</b>	Family Duty Station

### Assignment Place Remark

Female candidatures are strongly encouraged.

### Living Conditions

The volunteer will be based in Meiganga, located in the Adamaoua region of Cameroon. The conditions are met for the volunteer to live with his family. The city of Meiganga is 150 km from that of N'Gaoundéré, capital of the Adamaoua region on a fully tarred road.

Yaoundé is the political capital of Cameroon located at about 700 km from Meiganga. It accommodates many international organizations, embassies and UN agencies.

The climate in Meiganga is tropical type with variation of temperatures between seasons (18 ° to 29°C). The climate is broken down into 04 seasons including two rainy seasons (March to June and August to October) and two dry seasons (June-July and November-March). Rain is abundant during the rainy season. Access to housing remains relatively difficult with a variety of standing. The market offers a diverse range of food products, but the diet of local people is mainly made up of cassava flour, yams, potato and beef.

The city has a District Hospital and 01 Integrated Health Center. Health cares administered are basic and serious cases need to be evacuated to N'Gaoundere or Bertoua or Yaounde. Intercity transport is mainly provided by road through a few travel agencies with public transport buses. Transportation within the city is provided by motorcycle whose driving quality is in some respects risky.

The security situation in the city of Meiganga and its surroundings is relatively calm, but petty crime exists with acts of physical aggression especially at night, and burglary in homes.

## Assignment Details

### Assignment Title

Shelter Assistant

### Organizational Context & Project Description

The political instability, security and economic precariousness that has prevailed in the CAR since the beginning of the 2000s has led to the emergence of a multitude of armed groups who have taken control of certain localities in the country by transforming them into zones of No Right. This is particularly the case in the north-east (border with Sudan and Chad) and in the north-west (border with Cameroon and Chad). The abuses of these armed gangs against the civilian population, and mainly against the "Bororos" livestock farming communities, provoked from 2003, the influx of refugees to neighboring countries, particularly to Cameroon, which between 2005 and 2012 had welcomed more of 90,000 Central African refugees. Following the "putsch" that brought down former president François Bozize's and its transformation into an inter-ethnic and religious confrontation between the pro-Bozize "Anti-Balaka" and the coalition of rebel armed groups "SELEKA", a second wave of more than 150,000 Central African refugees has been hosted in Cameroon in the Adamawa, East and North regions, but also in Douala and Yaoundé cities.

The Cameroonian Government, despite the security threats and abuses perpetrated on its soil by rebels coming across its borders, has kept its borders open to access to asylum seekers, whose number has steadily increased to date.

The installation of these Central African refugees in these regions, already poor in basic social infrastructure and services, has put greater pressure on the limited resources of the host populations and increased the needs in the areas of access to health services, education, access to drinking water and sanitation services, access to housing. The impacts on the environment, on employment opportunities, on the safety of people and goods, on peaceful coexistence are important and constitute daily challenges in humanitarian assistance for refugee and host populations.

The Meiganga Sub-office, which has under his supervision the Djohong Field Office and the Touboro Field Unit, is assisting nearly 59,000 Central African refugees from Ndokayo in the East Region to the Touboro Subdivision in the north region, passing through the Adamawa region.

The situation in these areas is generally calm despite some security incidents including the phenomenon of kidnaping with ransom demand. Collaboration in UNHCR, NGOs and administrative authorities is good and the existing public administration, despite their need for reinforcement, offer their services to refugees as well as to nationals.

#### 1. Agencies and Partners institutions :

##### Implementing partners:

- International Federation of Red Cross and Red Crescent Societies (IFRC), which is implementing a project aimed at supporting the distribution of food and CRIs);
- Première Urgence Internationale (**PUI**) managing partner of the developed sites;
- International Medical Corps (**IMC**) which implements a project in the field of child protection and the fight against sexual and gender-based violence;
- Africa Humanitarian Action (**AHA**) which implements a project in the field of access to primary health care;
- Economic and Social Development Agency (**ADES International**) which implements a project in the field of access to drinking water, sanitation and hygiene and access to housing in the refurbished sites of refugees ;
- The Lutheran World Foundation - (**LWF-FLM**), which is implementing a project in the field of community social services and access to livelihoods.
- **AIRD**, which is the partner providing logistical support for operations
- **Solidarités International**, is WASH and food security operational partner.

**UN Agencies:**

- **WFP** (Providing food and nutritional inputs and supporting livelihoods)
- **UNFPA** (support for reproductive health, SGBV and the fight against HIV / AIDS)
- **UNICEF** (support for education, access to drinking water and the fight against malnutrition)
- **UNDP** (Coordination of UN agencies activities and security)

The program assigned to the Shelter-Wash Assistant (national UNV) is titled "Protection and Assistance Program for Central African Refugees in the Eastern, Adamaoua and Northern Regions". This Program aims to provide to more than 250,000 Central African refugees hosted in these areas, multiform assistance in Protection (registration, documentation, promotion and defense of refugee rights), security of persons and property (fight against violence, exploitation, abuse and discrimination), access to essential services and basic needs coverage (access to health services, education, adequate drinking water, decent housing, and livelihoods), promoting the participation of refugees in finding solutions to their problems and for their self-reliance. Under the coordination of the Head of the Sub-Office based in Meiganga, the incumbent will work under the supervision of the Assistant WASH-Shelter Officer and will work closely with the other sections - Protection, Program, Field, Protection community-based, WaSH, Health, Supply and Administration. The program is implemented with the support of seven implementing partners and four UN agencies (WFP, UNFPA, UNICEF and UNDP). He will be called upon to collaborate with refugees, NGOs Partners and local authorities.

**Sustainable Development Goals**

10. Reduced Inequalities

**Task description**

Under the Coordination of the Head of the Meiganga Sub-Office and under the functional supervision of the Assistant WASH Officer, the incumbent will have for main tasks to:

- Conduct, in liaison with the heads of other sections, Comprehensive and priority needs assessments in terms of housing and essential infrastructures for refugees in sites as well as those outside the sites in their area of intervention, to ensure the most effective response.
- Contribute to the collection of both qualitative and quantitative datas and information on the profiles / needs and living conditions of refugees and host populations, particularly in the area of housing. Regularly update datas and the situation of access, quality and housing conditions of refugees.
- Ensure the implementation of UNHCR's Shelter and site planning Strategy; contribute to the analysis of the impact and relevance of this strategy in light of the changes that occurred in the operational context. Participate in updating the shelter strategy, taking into account the local context, age, gender, climate, environmental protection, available resources and skills.
- Monitor projects and activities of the partners in charge of shelters and infrastructures to ensure compliance with national and international standards in their implementation.
- Follow up and technical control of the infrastructure projects implemented.
- Provide advice, technical guidance on infrastructure issues and projects to UNHCR management and sectoral staff and partners.
- Organize and provide training in construction techniques and practices leading to more sustainable solutions and draw on local construction practices and materials. Produce/examine the drawing, plans, and contribute to the writing of technical specifications for infrastructure construction / rehabilitation on behalf of UNHCR.
- Monitor the results of projects to ensure that the work is completed in accordance with the plans and completed in a timely manner.
- Ensure a reliable, regular and timely reporting on the housing situation of refugees and on the infrastructure works undertaken and on the indicators trends.
- Participate in the coordination of humanitarian interventions in housing assistance and in the planning and programming exercises.
- Respect and implement, in collaboration with the Programme Officer, the Assistant WaSh-Shelter Officer, the Admin Finance Officer, the Supply Associate and the Multifunctional team, all the procedures put in place.
- Perform other related duties as required

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

- Overall and priority housing and basic infrastructure needs are assessed and updated on a regular basis and the data collected reliable and relevant.
  - The managers of the Sub-Delegation and the sectors receive in an appropriate way all the technical support necessary for the planning and the making of the informed decisions on the activities and project of shelters and infrastructures.
  - The UNHCR shelter strategy is respected and implemented in the field by partners and refugees.
  - UNHCR's approaches, principles and procedures for housing assistance and construction / rehabilitation of infrastructure are respected;
  - The implementation of the entire shelter and infrastructure program is ensured in accordance with the annual operational strategy, generally accepted technical requirements and those specific to UNHCR;
  - The desired results and performance of project implementation both in direct implementation and by the partners are achieved;
  - The durability of works or achievements and compliance with established norms and standards are ensured;
  - The capacities of the teams on construction techniques, on the good use of local materials and on the preservation of the environment are developed and reinforced;
  - A network of expertise built, technical partnerships developed with other stakeholders in the area of intervention.
  - Collaboration with UNHCR colleagues, development and humanitarian partners, refugees and host populations and relevant local authorities is effective and harmonious.
- 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

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**Required Degree Level** Bachelor degree or equivalent

### Education - Additional Comments

- Hold a Degree or an Advanced technician Diploma in civil engineering, rural engineering or architectural work.
- Have knowledge of humanitarian operations / knowledge of intervention areas would be an asset

**Required experience** 48 months

### Experience Remark

- Have a professional experience of at least 4 years in one of the fields mentioned above
- Knowledge of Ffulde and Sango languages would be an asset
- Have a good command of the use of MS Offices softwares (Word, Excel, Powerpoint), computer assisted drawing softwares (AutoCAD 2D and 3D, ArchiCAD, Adobe Illus-trator ...) and Geographic Information Systems softwares (Map Info, ArcGIS, Arcview ...).

### Language

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

### Area of Expertise

- Other human settlement related experience Mandatory

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W. [www.unv.org](http://www.unv.org)

*We are inspiration in action*

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

- Protection of refugees, asylum seekers and IDPs Optional

#### Area of Expertise Requirement

**Need Driving Licence** No

#### Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Working in Teams

## Conditions of Service and other information

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#### Condition of Service

[Click here to view Conditions of Service](#)

#### Conditions of Service:

Note on novel coronavirus – COVID-19.

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 (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 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.
- 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**

CMRR000422-7607

### **Application procedure**

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

**T.** +49 (0) 228-815 2000

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**F.** +49 (0) 228-815 2001

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1. Veuillez d'abord enregistrer votre profil de l'adresse <https://vmam.unv.org/candidate/signup>
2. Après avoir créé votre compte, complétez toutes les sections de votre profil et soumettez-le.
3. Ensuite, allez à 'Ma page' à <https://vmam.unv.org/candidate/signup>, cliquez sur le lien « **Recrutement spécial** » et sélectionnez l'appel spécial auquel vous souhaitez postuler.

**\* 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 : 30 /09 / 2020**

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#### 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 : 30/ 09/ 2020**

doa.apply\_url <https://vmam.unv.org/candidate/show-doa/Q01SUjAwMDQyMg==>

#### 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.*