

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CMRR000425--Executive 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

Country of Assignment	Cameroon
Host Institute	UN High Commissioner for Refugees
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Yaounde [CMR]
Assignment Place	Family Duty Station

Assignment Place Remark

- Female Candidatures are strongly encouraged;
- Education in English is an asset;

Living Conditions

Yaounde is the political capital of Cameroon and the second most populated city in the country after Douala. It is the headquarters of the UN, several international organizations and embassies.

Yaounde features a tropical wet and dry climate with constant temperatures throughout the year and high temperatures ranging from 27 to 29 degrees C. Yaounde also features a lengthy wet season covering a ten-month span between February and November. However, there is a noticeable decrease in precipitation within the wet season, seen during the months of July and August.

Electricity cuts and water shortages are frequent. Criminality is on the rise.

The official languages of Cameroon are English and French.

Assignment Details

Assignment Title

Executive Assistant

Organizational Context & Project Description

UNHCR has its physical presence in the 11 localities in Cameroon as follows: 1 Representation in Yaoundé, 3 Sub-Offices (Bamenda, Bertoua and Maroua), 4 Field Offices (Douala, Meiganga, Batouri and Buea) and 3 Field Units (Kousseri, Djohong and Touboro). Under the Multi-Country Platform approach, Cameroon also covers the Liaison Office Libreville as well as the Equatorial Guinea and Sao Tome & Principe where there is not physical presence.

MCO Cameroon plays an active role within the UNCT and leads the Protection, Shelter/NFI and CCCM clusters both at central and field level. To fulfil our mandate of international protection to our persons of concern, UNHCR works in partnership with other actors at all levels, including state and private sectors, humanitarian and development actors, donors, civil society, in addition to UNHCR's traditional partners.

Since 01 January 2020, the operational responsibility of UNHCR Cameroon has been extended to cover UNHCR mandate activities in Gabon, Equatorial Guinea and Sao Tome & Principe. Cameroon MCO currently has 1,787,420 people of concern as of 31 July 2020. This population includes 274,520 Central African Republic refugees hosted in the eastern part of the country in the regions of Adamaoua, East and North. There are also, 113,861 Nigerian refugees in the Far-north region and 36,357 urban refugees and asylum seekers of various nationalities who are mainly located the cities of Yaoundé and Douala. Additionally, 1,001, 279 Internally Displaced Persons (IDPs) and returnees in the country including 321,886 IDPs and 360,838 returnees (former IDPs) in Far North region, 679,393 IDPs in the North West and South West regions and in the Far North, North West and South West regions. With the extension of Cameroon operation responsibility to cover assistance to 476 refugees and 79 asylum seekers in Gabon, Equatorial Guinea and Sao Tome & Principe.

The response for Central African refugees is managed in line with the Refugee Coordination Model and includes local authorities who are engaged in the management of the refugee operation. In the North West and South West regions, UNHCR ensures the leadership of the Protection and Shelter/NFI Clusters for the delivery of protection and assistance to IDPs. In the Far North, given the mixed situation (IDP, returnees and refugees), the Coordination is under the lead of the regional authorities with UNHCR as co-lead.

At the capital-level, UNHCR leads the Multi-Sector Operations Team for the Refugee Response and the national Protection Working Group, and actively participates in other relevant humanitarian coordination mechanisms as well as the Humanitarian Country Team and the United Nations Country Team.

The Executive Assistant works under the direct supervision of the Representative. He/she liaises with colleagues within the same office, at HQ, and in the field, on matters of non-routine significance in order to prepare documents for the supervisor and manage the flow of information.

Regular contacts with external parties, including UN office, donors and International organizations, are made to provide the supervisor's contacts with background information on relevant topics prior to meetings, to respond queries on behalf of the supervisor at his/her discretions and to obtain assistance of others on matters of relevant to the office

Sustainable Development Goals

10. Reduced Inequalities

Task description

Under the direct supervision of the MCO Representative, the UN Volunteer will undertake the following tasks:

- Assist in managing the flow of information to the supervisor, in identifying priority matters that need to be urgently addressed by the supervisor and in proposing actions;
- Analyze supporting documentation and summarize most relevant points for the supervisor; contribute to ensuring that appropriate action is taken by responsible Section Heads on matters brought to the attention of the supervisor;
- Assist in following-up on policies and instructions presented by the supervisor.

- Keep the Supervisor of developments in UNHCR's major operations in the West and Central Africa regions, and of policies issues related directly to UNHCR or to humanitarian issues under the broader UN system.
- Assist the supervisor in the preparation of statements that represent UNHCR's overall policies and which highlight specific areas of concern. Propose and draft substantive correspondence for the supervisor. (SMC notes, talking points, meeting notes).
- Confer with Section Heads to secure timely and authoritative information relevant to matters requiring action, decisions or the signature of the supervisor.
- Ensure that the supervisor is prepared for meetings and missions by drafting talking points, by researching relevant information; and by establishing contacts (within and outside UNHCR) on the subject matters to be discussed.
- Accompany the supervisor to meetings and on missions in order to prepare notes on the discussions, ensure follow-up in matters raised, and support the supervisor with any relevant input.
- Support the supervisor in efforts to raise the profile of UNHCR and the agency's concerns within the context of the broader United Nations system.
- Contribute to coordinating drafts of position papers and other documents relevant to the activities of the Office.
- Ensure that high-level visitors are appropriately addressed, that they receive background information as necessary, and that protocol is respected.
- 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

- 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

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

Undergraduate degree (equivalent of a BA/BS) in Political Science, International Relations, Law or other related fields.

Graduate degree (equivalent of a Master's) plus 2 years or Doctorate degree (equivalent of a PhD) plus 1 year of previous relevant work experience may also be accepted.

Required experience 36 months

Experience Remark

- Minimum 3 years of previous work experience relevant to the function;
- Proven drafting and editing skills;
- Excellent communication skills;
- A proven ability to act with discretion and diplomacy is essential for this function;
- Office Package (excellent knowledge of Word, good knowledge of Excel and Power Point), and Internet browsing;
- Knowledge of additional UN languages such as Spanish and/or Portuguese is an asset

- Strong skills on social media (twitter, Facebook, Instagram, etc...)
- Good knowledge and experience of UN operations.

Language

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

Area of Expertise

- International law Mandatory
- Political affairs and political reporting Optional

Area of Expertise Requirement

Need Driving Licence No

Competencies & Values

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

Conditions of Service and other information

Condition of Service

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

Conditions of Service for International Specialist:

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 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 ([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

CMRR000425-7755

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: **30 September 2020**

doa.apply_url<https://vmam.unv.org/candidate/show-doa/Q01SUjAwMDQyNQ==>**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.