UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CODR000647--Associate Political Affairs Officer

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>Congo, Democratic Republic</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>UN Organisation Stabilisation Mission in the DRC</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
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<tr>
<td>Number of Volunteer</td>
<td>3</td>
</tr>
<tr>
<td>Duration</td>
<td>until 30-06-2020</td>
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<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Goma [COD], Bunia [COD], Beni [COD]</td>
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<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
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Assignment is non-family (Goma, Beni and Bunia)

Living Conditions

The Democratic Republic of Congo is the second largest country in Africa, and as a result is quite diverse.

Living conditions therefore vary between MONUSCO duty stations, with all usual amenities present in the capital Kinshasa, but only very basic conditions in remote duty stations in the provinces, where, for instance, there may be no guarantee of public power supply nor running water. The ability to live and work in difficult and harsh conditions of developing countries is essential.
Accommodation is very expensive in both Kinshasa and Lubumbashi. Supermarkets exist in the large towns (e.g. Bukavu, Kisangani), but consumer items are generally very expensive (as everything is imported). For food, local markets offer a much cheaper alternative.

All MONUSCO duty stations are considered non-family duty stations, except for Kinshasa, Lubumbashi and Entebbe which are now considered family duty stations, and most are currently under UN Security Phase III (“relocation phase”: internationally-recruited staff are temporarily concentrated or relocated to specified sites/locations). In addition to insecurity related to the relatively volatile political situation as well as various conflict situations, certain places are subject to increasing street and residential crime, including in Kinshasa and Goma.

Some degree of medical service is provided in all MONUSCO duty stations. Certain vaccinations are mandatory for MONUSCO personnel to enter the DRC, while others are compulsory for all other incoming persons. It is possible for incoming MONUSCO personnel, including UN Volunteers, to be asked to provide proof of some or all vaccinations, though this is unlikely. All UN Volunteers must ensure that they are up-to-date with all appropriate vaccinations, which should be clearly and properly endorsed in the International Certificate of Vaccination (“carte jaune”). Malaria is present virtually throughout the DRC, and it is therefore recommended to take prophylaxis.

The unit of currency is the Congolese Franc. The US dollar is the other preferred currency. It may be impossible to exchange traveller’s checks away from the capital city. Credit cards are usually accepted in major hotels only in Kinshasa. In larger towns and cities (e.g. Kinshasa, Goma, Bukavu, Kisangani), UN Volunteers are recommended to open US Dollar bank accounts, while in other places, banks may be absent (including ATMs) and VLA payments will be processed in cash. UN Volunteers have the possibility to send part of their allowances to a bank account abroad.

In addition to French, there are four major spoken languages in DRC, namely Lingala, Kikongo, Tshiluba and Swahili.

**Assignment Details**

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Associate Political Affairs Officer</th>
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<tr>
<td><strong>Organizational Context &amp; Project Description</strong></td>
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MONUSCO was established in 1999 under the auspices of the UN Department of Peacekeeping Operations (DPKO).

**Sustainable Development Goals**

16. Peace, Justice and Strong Institutions
Under the direct supervision of the Head of Section, the UN Volunteer will undertake the following tasks:

- Gather, select, verify and analyze information contained in communications and publications received from different sources, including internal mission reports and the press;
- Maintain up-to-date knowledge relating to political issues in general in the DR Congo, and in particular as they affect the operational area for which the staff member is responsible;
- Keep abreast of latest trends and developments in the area of assignment and provide updates and inputs on issues to senior officials and colleagues in the Mission;
- Monitor national and district level political developments and provide advice to the Mission;
- Provide technical and substantive support for the implementation of the mandate of the Political Affairs Division in Mission HQ;
- Maintain contacts with other components of the Mission, UN international partners and government authorities on political and security issues, coordination and policy matters;
- Maintain regular contact with all relevant local political actors and civil society groups;
- Assist in compiling and producing daily, weekly, flash and other written reports as directed by the Head of Section;
- Assist with the preparation of internal and external meetings chaired by or attended by the Director and/or Head of the Political Affairs Section;
- Coordinate preparations for special visits and support visiting delegations as required;
- Monitor actions taken by intergovernmental groups, UN organizations, government and non-governmental organizations within assigned area of responsibility;
- Maintain database information relating to potential disputes and conflicts involving political and security actors in the area covered by the regional office;
- Participate in fact-finding and other joint missions within assigned area of responsibility;
- Assist the Head of Political Affairs Section in conflict resolution or crisis management initiatives by information gathering and analysis;
- Prepare PowerPoint presentations, briefings and other information packages for senior officials as directed by Head of Section;
- Participate in field visits in difficult circumstances;
- When working with (including supervising) national staff or (non-)governmental counterparts,
including Implementing Partners (IPs), the incumbent is strongly encouraged to set aside dedicated time for capacity development through coaching, mentoring and formal and on-the-job training;

- Any other related duties as may be 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

- Timely, accurate and incisive reporting on complex political issues or developments is provided to the Head of Section and the Mission Headquarters;

- High quality reports, notes to the file, briefings, presentations, etc. are produced within established deadlines and to the satisfaction of supervisors;

- Contribution through the Political Affairs Division to advancing the implementation of the Mission Mandate and achievement of the Berlin-Brandenburg Broadcasting (RBB);

- Relationships of confidence and collaboration are established and maintained with other Mission/UN staff, Congolese and international partners, especially political and diplomatic actors, which support monitoring, research, analysis, reporting and confidence-building activities;

- The performance of the Political Affairs Division at Mission Headquarters, especially in terms of networking, outreach, reporting, analysis, and advice to senior mission managers is enhanced;

- Positive contribution to team-building within the Section;

- Constructive contribution to resolving problems or challenges faced by the Political Affairs Division;

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counterparts, including Implementing Partners (IPs);

- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment.

- 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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<tr>
<th>Required Degree Level</th>
<th>Master degree or equivalent</th>
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<tbody>
<tr>
<td>Education - Additional Comments</td>
<td>A Master’s Degree in Political Science, International Relations or any related subject.</td>
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<tr>
<td>Required experience</td>
<td>24 months</td>
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<tr>
<td>Experience Remark</td>
<td>Two years practical professional and international work experience in political affairs, diplomacy, conflict resolution, or related field. Working experience in Africa is desirable.</td>
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</tbody>
</table>

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

**Area of Expertise**
- Political affairs and political reporting Mandatory

**Area of Expertise Requirement**
- English and French are the working languages of the United Nations in the DRC. Fluency in English is required and proficiency in French are required. Knowledge of one or several Congolese national languages (Lingala, Kikongo, Tshiluba and Swahili) is desirable.

**Computer skills:** Experience in working with Outlook, Excel, Word, Power Point, social media.

- Sound judgment in applying expertise to resolve a range of issues/problems, including politically sensitive ones, and the ability to proactively seek and recommend sound policy initiatives or other solutions;
- Proven analytical, research and negotiating skills;
- Demonstrated ability to identify and analyze problems, i.e. political, ethnic, racial, social, economic, etc., related to the consolidation of peace and security in a country or geographic area;
- Excellent oral and listening skills, including an ability to articulate and defend one’s analysis or proposals;
- Excellent drafting and editing skills, primarily in English;

- Ability to develop and maintain contacts and foster collaboration with national and international partners in order to acquire timely information;

### Need Driving Licence

| Yes |

### Competencies & Values

- Client Orientation
- Communication
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- 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:**

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$ 1,631. 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 [29 Dec 2019](#).

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

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.

Application Code: CODR000647-5969

Application procedure

* Not yet registered in the UNV Talent Pool?

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?

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 to which you would like to apply.

Application deadline: 8 January 2020

doa.apply_url: https://vmam.unv.org//candidate/show-doa/Q09EUjAwMDY0Nw==

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.