UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

CODR000659--Program Development and Resource mobilization


Informations générales

| Pays d’Affectation                  | Democratic Republic of Congo |
| Agence/Institution hôte            | UN-Habitat                   |
| Catégorie de volontaire           | International Specialist    |
| Nombre de Volontaires             | 1                            |
| Durée                             | 12 mois                      |
| Date présumée du début d’affectation | Immédiate                  |
| Goma [COD]                        | Lieu d’Affectation           |
| Remarque sur le lieu d’affectation | * dependent on continuation of |

Kinshasa is the capital city of the Democratic Republic of the Congo. It’s currently a family duty station. The UN Volunteers will have to provide for their own accommodation, with respect to UNDSS security standards. Normal to good housing is available. The security situation is quite stable at the moment. Basic to slightly advanced health facilities are available in Kinshasa. Also, there is a UN Clinic accessible by UN staff members.
Finding an apartment may take time in Kinshasa due to price fluctuations. It’s possible to find its own accommodation. However, in many cases, UN Volunteers agree with others to share a house or an apartment so as to lower their cost. Although it’s the responsibility of UN Volunteer to find an apartment, the UNV Field Unit in Kinshasa, tries as much as possible to support new comers to find an apartment by connecting them to others UN Volunteers with living experience in Kinshasa. It’s advised to UN Volunteers, when already settled in, to contact their Embassy of Consular Representation of their countries in DRC to inform them about their assignment in Kinshasa (type of assignment and duration). The DRC currency is the Congolese Franc ( FC). However, US dollars is accepted in local markets including all large and small scale commercial transactions in DRC. Therefore, UN Volunteers are advised to travel with more US dollar than any other currency. It should be noted, however, that the Euro can be converted locally into US dollar by banks.

Détails sur l'Affectation

Titre de l'Affectation Program Development and Resource mobilization

Contexte organisationnel & description du projet

The United Nations Human Settlements Programme (UN-Habitat), is the agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. The current portfolio of UN-Habitat activities in Africa is expanding and there is urgent need for strengthening the capacity at country level as part of Regional Office for Africa (ROAf).

Objectifs de développement 11. Sustainable Cities and Communities
durable Description de l'action

Under the supervision of Head of Office based in Kinshasa and in coordination with the Senior Programme Management Officer (SPMO) based in ROAf, the Progral Development and Resource Mobilization Officer will act as coordinator for Project Development and Partnership Building and Management in the Democratic Republic of Congo and will be responsible for carrying out the following tasks in collaboration with the teams at country and regional levels:

- Contribute on the identification, design, formulation and negotiation of new projects and programs.
- Contribute to the ongoing research, development and implementation of best practice and innovative approaches to maximize performance and sustain achievements in project development.
- Provide in-depth evaluation of economic, political, social and other relevant reports to assess potential business opportunities and if needed submit analytical reports on outcome and proposals for action to ensure programme growth.
- Develop approaches and provide advice on establishing new partnerships with UN agencies, Government bodies, Development agencies, Donors’ and trust funds including climate adaptation fund, green climate fund and industrial development fund.
• Establish and maintain a donor mapping presence in DRC, build and maintain partnerships for resource mobilization purpose.
• Gather and Analyze information on donor’s and national sectoral strategies and priorities in DRC to strengthen UN-Habitat resource mobilization strategy.
• Maintain close coordination of business development/external relations activities with relevant organizational stakeholders including donors.
• Actively participate in the identification, formulation and negotiation of new projects and programmes.
• Develop high-quality, solicited and unsolicited concept notes, project proposals that are consistent with UN-Habitat mandate.
• Attend strategic planning and discussion related to stabilization process in the DRC (ISSSS, Reconstruction, Shelter Cluster)
• Attend UN Meetings in Goma and at national level if need be
• Identify areas of collaboration and build partnership with UN Sisters Agencies and international Non-Government Organisations
• Close interaction with operations staff to share information and knowledge; and to provide proactive support and follow-up in building and maintaining effective partner relations
• Develop and manage partner relationship management intelligence.
• Support efforts to establish and maintain an open communication with partners to implement commitments
• Provide support to project managers to prepare, in conformity with the project document, periodic progress and financial reports of the projects implemented by UN in DRC
• Develop and implement strategies and procedures for improving donor relationships actively.
• Contribute to the visibility of UN-Habitat projects and programme in line with donor's communication and visibility requirements.

En plus de ce qui précède, les Volontaires des Nations Unies sont censés :
• Renforcer leurs connaissances et compréhension du concept du volontariat en lisant la documentation mise à disposition par le programme VNU, les publications externes et prendre activement part aux activités du programme VNU, par exemple s’impliquer dans les activités commémoratives de la Journée internationale des Volontaires (JIV), le 5 décembre.
• Se familiariser et développer toute forme de volontariat traditionnel et/ou local au niveau du pays d’accueil.
• Refléter le type et la nature des actions volontaires qu’ils entreprennent, y compris leur participation dans les réflexions substantielles.
• Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la publication du programme VNU/ site web, bulletin et notes de presse, etc.
• Contribuer au Programme d’accueil des Volontaires des Nations Unies nouvellement arrivés dans le pays d’affectation ;
• Promouvoir ou conseiller les groupes locaux dans l’utilisation des volontaires en ligne ou en-courager les individus et les organisations à utiliser les services de volontaires en ligne quand cela est techniquement possible.

Résultats / résultats attendus

• Increased resources to expand UNHabitat programmes in DRC
• Increased pipeline of engagement opportunities for UN-Habitat in DRC
• Successfully support in the identification of new funding opportunities to enable UN-Habitat to fully implement its mandate in DRC
• Development and implementation of best practices for project development achieved
• 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.

• 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 / Exigences

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<th>Domaine de qualification</th>
<th>Master degree or equivalent</th>
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Niveau de qualifications - autres commentaires

• Master’s degree (equivalent) in a relevant area, e.g.urbanisms, land management, geography, GIS environmental studies; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of a Master’s degree; public relations, international development studies, programme and project management, environmental studies;

Expérience Requise  48 mois
Remarques sur l'Expérience

• 2 years of professional work experience at the national and/or international level in project management, resource mobilization, partnerships and donors coordination, or other relevant programme; experience with the United Nations agency is an asset (decentralization, land management and administration, urban planning and development, or environmental management),

Linguistiques

• English (Mandatory) , Niveau - Fluent
• AND - French (Mandatory) , Niveau - Working Knowledge

Domaine d'expertise

• Development programme management Obligatoire
Crisis and conflict prevention, mitigation, resolution and reconciliation Optionnel
Governance and decentralization Obligatoire

Domaine d'expertise requis

- 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; Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; 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 domaines related to the UN's mandate, volunteerism as a mechanism for durable development, and the UN System.
- Experience in post conflict settings is an asset.

Permis de Conduire exigé
Non

Compétencies et Valeurs

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Leadership
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Vision
- Working in Teams
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 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**

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.

**Code d'application**

CODR000659-6108

**Application procedure**

* Not yet registered in the UNV Talent Pool?

First register your profile at [https://vmam.unv.org/candidate/signup](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](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 March 2020**

doa.apply_url  https://vmam.unv.org//candidate/show-doa/Q09EUjAwMDY1QQ==

Avertissement

Le programme VNU est un programme qui promeut l’égalité des chances et encourage les candidatures de professionnels qualifiés. Le Programme VNU s’engage à assurer la diversité en termes de genre, de nationalités et de cultures.