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>Democratic Republic of Congo</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>until 30-06-2021</td>
</tr>
<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Goma [COD]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
</tr>
</tbody>
</table>

**Assignment Place Remark**

Assignments is non familly (Goma)

Contract renewal with possible 12-month extensions depending on mandate, availability of funding, operational necessity and satisfactory performance.

**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

Assignment Title

Logistics Officer

Organizational Context & Project Description

MONUSCO/MONUC was established in 1999 under the auspices of the UN Department of Peacekeeping Operations (DPKO). United Nations Organization Stabilization Mission in the DR Congo (MONUSCO) – http://monusco.unmissions.org

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Within the terms of the organization’s delegated authority, and under the direct supervision of the Mission Support Centre (MSC) Operations Support Manager (OSM) Supervisor, the UN Volunteer will undertake the following tasks:

- Act on the advice and guidance of the MSC Field Office OSM for provision of logistics support within the following parameters: UN’s Financial Rules and Regulations, Staff Rules, administrative policies, instructions, technical guidance from MSC and specific delegations of authority from Chief Ops & Coord or Chief MSC;
- Assist the MSC Field Office OSM in preparing the short, medium and long-term plan support requirements of the Field Office to identify the resource requirements and factoring additional resources for any circumstances unforeseen at the current stage but will likely arise in the foreseeable future;
- Assist MSC Field Office OSM to liaise with Military contingents, FPU, UNPOL and substantive personnel at the field office level, reviewing plans and operational requirements to deliver requisite resources in a timely and cost-effective manner;
- Assist MSC Field Office OSM to provide timely advice and technical input in terms of providing logistics support in accordance with the approved MOU of the military/police contingents, UN regulations & rules, policies and procedures;
- Coordinate the provision of adequate logistics support to designated sub-offices and other locations within the Field Office Area of Responsibility (AOR);
- Assist the MSC Field Office OSM to oversee the proper utilization of all UN Owned Equipment (UNOE), Contingent Owned...
Equipment (COE) and assets, as well as premises leased by the Mission, in conformity with UN Financial Regulations, Rules and established policies, procedures and guidelines in the Field Office AOR;

- Assists the MSC Field Office OSM in identifying the continued requirement for leasing and occupation of premises including renewals of leases, in accordance to established Mission priorities;
- Liaise with Field Office Operations Resource Management (ORM), Service Delivery (SD) and Supply Chain Management (SCM) representatives for technical advice in all matters pertaining to their specific areas or expertise;
- Attend the weekly LogOps meeting, under supervision of the MSC Field Office OSM, involving all ORM, SD and SCM Section representatives in the field office to discuss the status / progress of on-going support or projects including preparations for any future projects or support requirements;
- Provide regular and accurate feedback on all logistic support issues within the Field Office AOR to the MSC Field Office OSM and Chief Ops & Coord;
- When tasked, act as the focal point on behalf of the MSC Field Office OSM to liaise with UN Agencies, non-UN entities and local authorities in the provision of approved logistics support in the field office.
- Provide feedback / status of support provided to the MSC Field Office OSM;
- Be ready to assume the responsibility as OIC MSC Field Office OSM during the period of absence owing to leave, sickness or official business out of the duty station of the incumbent;
- Implement and adhere to the Key Performance Indicators (KPIs) developed by MSC Field Office OSM.
- Provide necessary feedback in order to measure the logistic support performance of the field office as against the established strategic goals and objectives;
- When working with 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;
- Perform any other related duties as and when assigned by the MSC Field Office OSM and Chief Ops & Coord.

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 support is provided to MONUSCO military operations, police activities and approved substantive programs as and when required, within available resources;
- All supports provided by ORM, SD & SCM sections in your AOR are in accordance with approved support plans;
- Role and functions of MSC are clearly understood and adhered to by the UNV;
- Increased performance output and expeditious delivery of service for visibly enhanced client satisfaction;
- Logistics Support to MONUSCO/FARDC/PNC joint operations, training or other approved support are provided effectively and within allotted resources and approved plans;
- Approved support requirements of UN Agencies, funds and programs and approved non-MONUSCO entities are provided;
- All Logistic support information is updated and reflects real time status;
- Regular feedback is provided to MSC at Mission Level/Field Office Level;
- 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)
Qualifications/Requirements

Required Degree Level
Bachelor degree or equivalent

Education - Additional Comments
- University degree/diploma is required (minimum); other training in field of Business Administration, Supply and Logistics is an asset;

Required experience
60 months

Experience Remark
- Knowledge of logistics operations and several years of progressively responsible experience, including at least five (5) years in the field of Logistics or Administrative functions related to the fields;
- Proven ability to effectively analyze, assess and quantify requirements to generate planning information for multi-functional logistics support to clients;
- Previous experience in working with or working in armed forces will be an added advantage;
- Ability to produce high quality complex documents under pressure and cope with deadlines;

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

Area of Expertise
- Logistics and supply management Mandatory

Area of Expertise Requirement
- Knowledge of logistics operations and several years of progressively responsible experience, including at least five (5) years in the field of Logistics or Administrative functions related to the fields;
- Proven ability to effectively coordinate tasks and previous experience in working with or working in armed forces will be an added advantage;
- Ability to produce high quality complex documents under pressure and cope with deadlines;

Need Driving Licence
Yes
Conditions of Service and other information

Condition of Service
Click here to view Conditions of Service

Conditions of Service for International Specialist:


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 CODR000723-7620

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: 6 September 2020

doa.apply_url https://vmam.unv.org//candidate/show-doa/Q09EUIjAwMDcyMw==

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.