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>Regional Support Center in Entebbe</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>Entebbe [UGA]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

Assignment Place Remark

Assignment is with family (ENTEBBE).

The contract might be extended, subject to budget availability and volunteer's performance.

Living Conditions

As Uganda's main international airport is located in Entebbe, it is the most common entry point into Uganda for international travellers, with direct connections to/from Addis Ababa, Amsterdam, Brussels, Cairo, Dar-es-Salaam, Dubai, Johannesburg, Juba, Kinshasa, London, Nairobi and other destinations.

Entebbe is currently under Security Level 2, which is the warning and preparation stage to make sure that subsequent levels can be implemented smoothly (e.g., establishment of a coordination center). The Security Management Team (SMT) and other entities that are part of the security management/assessment system (e.g., wardens) meet regularly in order to monitor the security situation and to make preparations for subsequent stages. Security section and the Department of Safety and Security regularly informs all UN
personnel and conducts briefings upon arrival to sensitize newcomers and updates on latest political and social developments.

There is a level 1 clinic on the Entebbe Support Base and there are several UN-cleared private hospitals in Kampala. Certain vaccinations are mandatory for UN personnel to enter Uganda, including yellow fever. It is possible that you be asked to provide proof of some/all of the vaccinations at Entebbe International Airport, though it is unlikely. Despite this, all UN Volunteers must ensure that they are up-to-date with appropriate vaccinations, and that these are clearly and properly endorsed in the yellow International Certificate of Vaccination.

Entebbe has been declared a family duty station for all UN personnel as of 1 July 2011. International schools and recreational facilities are available in Kampala and partly in Entebbe as well as markets and supermarkets. Upon arrival, the UNV Support Office will book temporary accommodation for the first few nights at the UN Volunteer’s expense (SIG is foreseen to this end), which can be extended or not at the UN Volunteer’s discretion until permanent accommodation is secured. Permanent accommodation can be found in Entebbe ranging between 500 and 800 US$ depending on size and location.

Various mobile phone companies operate in Uganda. SIM and top-up cards are widely available. UN personnel also have access to office internet and phone connections (including a PIN code that can be used for personal calls on a cost recovery basis).

Upon arrival a bank account has to be opened with a local partner bank (Barclays) in order to receive SIG and regular VLA payments. ATMs for major international cards are available in Entebbe and Kampala.

Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Planning Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Context &amp; Project Description</td>
<td></td>
</tr>
<tr>
<td>The United Nations regional Service Centre in Entebbe, Uganda (RSCE) - <a href="https://rsce.unmissions.org/">https://rsce.unmissions.org/</a> is a shared service operation established in 2010. The RSCE provides administrative and operational support to UN peacekeeping operations in East/Central Africa as part of the Global Field Support Strategy (GFSS).</td>
<td></td>
</tr>
<tr>
<td>Sustainable Development Goals</td>
<td>16. Peace, Justice and Strong Institutions</td>
</tr>
</tbody>
</table>

Task description

Under the direct supervision of the Chief Strategic Planning Unit, the UN Volunteer will undertake the following tasks:

- Support the Unit Chief in devising, supporting, reviewing and monitoring the implementation of RSCE corporate strategies and initiatives, such as: Capacity Building, Knowledge Management, and Business Continuity Planning, Multilingualism, and process improvement projects.
- Provide expertise and technical advice on knowledge management tools, develop the communication strategies around them, and promote their active by the Centre’s personnel, and ensure that they remain current and updated.
- Conduct research, collect data, prepare briefs, frameworks, action plans and reports on strategic improvements to RSCE operations and service delivery.
- Support the testing of the Business Continuity Plan, the devolution, and the weekly accounting for staff.
- Support the operationalizing of the Centre’s multilingualism strategy in line with the Secretary General’s initiative.
- Identify key contacts, constituencies, and opportunities for strategic partnerships to facilitate service delivery improvements and maintain working relationships.
- Design, and test e-tools and products aiming at creating efficiencies and enhanced working methods.
- Other tasks as assigned.

When working with (including supervising) national staff or (non-)governmental counterparts set aside dedicated time for capacity development through coaching, mentoring and formal and on-the-job training.
Qualifications/Requirements

**Required Degree Level**
Master degree or equivalent

**Education - Additional Comments**
Advanced university degree (Master's degree or equivalent) in International relations, peacekeeping, International Organizations, Business Administration and Management, public administration, social studies or humanities related fields.

**Required experience**
60 months

**Experience Remark**
A minimum of 5 years of progressive experience in international affairs, preferably related to knowledge management and process improvement, in administrative areas with international organizations (preferably United Nations) is required. Experience in data analysis and in supporting preparation of reports for senior management are required.

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

**Area of Expertise**
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**

CODR000727-7647

**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](https://vmam.unv.org/candidate/profile).

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 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/Q09EUjAwMDcyNw==](https://vmam.unv.org//candidate/show-doa/Q09EUjAwMDcyNw==)

**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.*