UN VOLUNTEER DESCRIPTION OF ASSIGNMENT
CODR000729--Associate Civil 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

| Country of Assignment       | Democratic Republic of Congo |
| Host Institute              | UN Organisation Stabilisation Mission in the DRC |
| Volunteer Category          | International Specialist |
| Number of Volunteer         | 1 |
| Duration                    | until 30-06-2021 |
| Possibility of Extension    | Yes |
| Expected Starting Date      | Immediate |
| Duty Station                | Kalemie [COD] |
| Assignment Place            | Non-Family Duty station |

Assignment Place Remark
Assignment is non-family (KALEMIE)
1 Year contract renewal depending on the availability of flights and satisfactory of 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.
Assignment Details

Assignment Title
Associate Civil Affairs Officer

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

Sustainable Development Goals
16. Peace, Justice and Strong Institutions

Task description
Under the direct supervision of the Civil Affairs Planning and Reporting Coordinator, the UN Volunteer will undertake the following tasks:

Protection of Civilians

- Support existing protection mechanisms at the local level in their reporting and analysis of key challenges to the protection of civilians as well as of early warnings of potential threats against civilians and of community conflicts. Formulate actionable recommendations for the good offices of Mission Leadership to help address these challenges and threats;
- Contribute to the facilitation and support to dialogue between groups in conflict through the organisation of structured meetings, dialogue sessions and similar activities;
- Provide support to initiatives that build the capacity of local authorities and civil servants;
- Participate to Joint Assessment Missions and Joint Protection Teams, together with MONUSCO substantive sections, in support of protection of civilians and stabilisation activities.

Coordination with Government/Civil Society/NGOs

- Participate in the identification of new or emerging civil society issues and support the development of programs to address them;
- Establish and maintain contacts with local interlocutors, including representatives of local authorities and communities, civil society actors, non-governmental organisations as well as representatives of local interest groups on protection of civilians and
stabilization matters, in line with the Mission's political engagement strategy;

- Engage with and provide technical assistance and advice to civil society groups or institution that promotes a culture of peace and reconciliation, in support of the Mission's protection priorities;
- Provide support to events or activities (e.g. public fora, town hall meetings) to foster the development of political space at the local level, and in particular, dialogue and cooperation between local authorities and relevant interest groups;
- Liaise, assist, coordinate and share information with local government and humanitarian/development actors active in the region to plan and coordinate peace consolidation and stabilisation development and assistance programmes.

Program Management and Reporting

- Contribute to the formulation of the Mission’s strategic provincial plan; identify emerging issues and analyse their implications;
- Gather information and prepare analytical reports on the impact of political, social and economic issues on conflict dynamics at the local level and how these relate to the developments at the national level (and conversely), and impact on Mission mandate implementation;
- Assess, implement and monitor Civil Affairs activities carried out in support to and coordinated with local authorities, civilian institutions and NGOs;
- Contribute to overall mission monitoring and planning as required;
- Prepare or contribute to the preparation of various written reports and communications, e.g. Security Council reports, draft sections of studies, policy guidelines, briefings, case studies, presentations;
- Contribute to the identification, design, approval, implementation, monitoring and evaluation of Quick Impact Projects to support the restoration of state authority or to prevent conflicts/reinforce conflict resolution activities in priority areas;
- Coordinate (across disciplines and components) with other civil and military team members, relevant regional headquarters and government officials to achieve consistency and synergy in the implementation of the Mission mandate;
- When working with national staff or (non-)governmental counterparts set aside dedicated time for capacity development through coaching, mentoring and formal and on-the-job training;
- Perform 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

- Protection mechanisms at the local level are supported, and challenges and threats to the protection of civilians are addressed.
- Structured dialogues between groups in conflict are organised, and support to the development of space at the local level for dialogue and cooperation between local authorities and interest groups is provided.
- State institutions’ capacity (priority setting, budgeting and planning) to deliver basic social services to citizen is strengthened. Participative coordination structures for the prevention of tensions and development are in place of the AoR.
- Civil society is structured and representatives are involved in internal and inter-provincial consultation frameworks. Civil Society Organizations are implicated in Aid effectiveness and evaluation.
- Comprehensive analysis based on facts is available to support planning and the implementation of programs.
- The field office is well organised and the implementation of its activities are coordinated.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with national staff or (non-) governmental counterparts, including Implementing Partners (IPs) and national journalists.
Qualifications/Requirements

Required Degree Level
Bachelor degree or equivalent

Education - Additional Comments
Bachelor degree in sociology, political science, law, economics, international relations, other social science or related humanities field. A combination of education and relevant work experience may be considered in lieu of the advanced degree.

Required experience
24 months

Experience Remark
2 years related professional experience, with experience in program planning and performance reporting for policy advice. Experience in areas such as community-level dialogue and reconciliation, protection of civilians, development of civil society, or support to state institutions/extension of state authority is a strong plus.

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

Area of Expertise
- Emergency response, immediate relief operations, and post-conflict humanitarian aid operations Mandatory

Area of Expertise Requirement
Microsoft Office suite;
This position entails that the incumbent has good spoken and written communication skills in English and has basic French language skills. Further, s/he personally commits to take intensive French lessons from the beginning of his/her assignment. French classes are available at mission level through different means: at MONUSCO Training Centre (IMTC); online and through the UNV buddy scheme which is in place in DR Congo among UN Volunteers. A language test shall be conducted to assess progress and acquired competencies of French language during the course of the assignment (envisaged to take place 6 months into the assignment).

Need Driving Licence
Yes

Competencies & Values
- Client Orientation
- Communication

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**

CODR000729-7667

**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:** 20 September 2020

**doa.apply_url**

[https://vmam.unv.org//candidate/show-doa/Q09EUjAwMDcyOQ==](https://vmam.unv.org//candidate/show-doa/Q09EUjAwMDcyOQ==)

**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.