

# UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

## COMR000038--Program Analyst

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

<b>Country of Assignment</b>	Comoros
<b>Host Institute</b>	United Nations Development Programme
<b>Volunteer Category</b>	National UN Volunteer Expert
<b>Number of Volunteer</b>	1
<b>Duration</b>	24 months
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Moroni [COM]
<b>Assignment Place</b>	Family Duty Station

### Assignment Place Remark

As soon as possible

### Living Conditions

The UNV will be based in Moroni in Grande Comore with travel possibilities in the other islands (Anjouan or Mohéli) if necessary. Inter-island travel is by plane and at the expense of the project. Two accommodation options: at the hotel whose price varies between 30 and 50 USD or private house rental for an average cost of 400 USD (furnished).

The cost of urban transport by collective taxi costs 1 USD and interurban between 1 and 3 USD. Official travel will be provided by the project vehicle.

Comoros is in phase 2, a security clearance request is mandatory (DSS.un.org).

The standard of living is quite high because the Union of the Comoros imports most of the basic products (rice, sugar, milk, etc.). The average cost of a restaurant meal is \$ 15.

# Assignment Details

**Assignment Title**

Program Analyst

**Organizational Context & Project Description**

As part of the organizational development of the UNDP Comoros Country Office, and with a view in particular to strengthening the Programme Unit, a post of national United Nations Volunteer Expert is created to act as program analyst in support to the efficiency, operational management and coordination of UNDP's programme in Comoros.

*UNDP has a Programme with a current annual budget of approximately 13,5 millionUSD. This comprises a broad range of development support ranging from governance, to environment and climate change adaptation, to economic inclusion. The Programme Unit is led and coordinated by UNDP's Assistant Resident Representative/Program (ARR/P) to whom the Programme Analyst will report. The Analyst will also work in close coordination with the Deputy Resident Representative (Operations and Programmes) and the Programme Management Support Unit. The objective of the task of the Programme Analyst will be to boost the overall coordination of the Programme Unit including in the areas of intra-UNDP programme coordination (including for planning and M&E); sectoral coordination (in areas where UNDP has a leadership role); and resource mobilization)., . The functions are embedded with a virtual team across the thematic areas but also working closely with the Programme Finance and Procurement teams in order to fast-track processes and ensure that there are sufficient capacities to manage the workload at peak times.*

*Under the guidance of the Deputy Resident Representative (DRR), P & O, and direct supervision of the ARR/P, the Programme Analyst is responsible for providing support to project formulation and monitoring with a focus on management and ensures project management in Atlas in support of the Programme Clusters. S/He also provides support to the ARR/P and Program Managers in all areas of programme management and Resource Mobilization in concordance with programme unit dashboard requirements.*

*Under the supervision of the Assistant Resident Representative/Programme, the Programme Analyst will also support and ensure the quality of in the execution of programme, (ex: provision of support to monitoring project quality insurance, projects audit recommendations implementation, programme dashboard follow-up, pipeline follow-up, projects and programme*

monitoring and evaluation, donors reporting, UNSDF reporting. The Programme Analyst promotes a client-oriented approach consistent with UNDP rules and regulations.

*The Programme Analyst also grant a qualitative support to national implementation, helps build capacity of national implementing partners and fast-track processes to ensure timely delivery. The Programme Analyst produces management information for project oversight and participates in monitoring activities as applicable.*

**Sustainable Development Goals**

13. Climate Action

**Task description****Summary of Key Functions:**

- Support to the coordination and operational management of the CO programme
- Contribution to the creation of strategic partnerships and implementation of the resource mobilization strategy
- Facilitation of knowledge building and management
- Support UNDP's contribution to sectoral coordination.

Under the direct supervision of the ARR/P, ensures effective support to operational **management of the CO program by** achieving the following results:

- Supporting the effective application of RBM tools, follow up of program management targets and monitoring achievement of program results.
- Support the design and formulation of CO projects, translating UNDP's priorities into local interventions.
- Contribution to the identification and implementation of strategies to improve the performance of nationally implemented projects and documentation of results and value for money of these.
- Accuracy verification of Combined Delivery Reports and follow-up on their signing by National Counterparts.
- Support periodic monitoring of dashboards and exceptions, identification of the remedial actions in coordination with the supervisor.
- Participation in audit processes as a management tool and follow up on audit recommendations. All exceptions are timely reported.
- Aggregate reports are regularly prepared on activities, outputs and outcomes. Preparation of donor reports.

**Guides procurement processes for NEX/NIM projects focusing on achievement of the following results:**

- Timely and duly preparation of procurement plans for projects and monitoring of their implementation.

Support the **management of strategic partnerships and implementation of the resource mobilization strategy in cooperation with the Deputy Resident Representative and the Assistant Resident Representative/Programme** focusing on achievement of the following results:

- Contribution to dialogue with key national partners on strategies to enhance results achievement under nationally implemented projects.
- Help the identification of potential partnerships to enhance the quality and efficiency of programme delivery.
- Contribution to the development of partnerships with the UN Agencies, IFI's, government institutions, bi-lateral and multi-lateral donors, private sector, civil society in the management area based on strategic goals of UNDP, country needs and donors' priorities.
- *Contribution to the advancement of harmonization of UN implementation modalities in the context of DaO*

Provides **support to CO programme management** focusing on the achievement of the following results:

- Follow up on Programme Portfolio Pipeline and Project Tree in Atlas. monitoring of IWPs status.
- Provision of the information/reports on the situation in programme, identification of operational and financial problems, proposal of solutions.
- Accuracy verification of Combined Delivery Reports and follow-up on their signing by National Counterparts.
- Regular monitoring of the CO delivery
- Support the preparation of reports including donor reports
- Periodic monitoring of dashboards and exceptions, identification of the remedial actions in coordination with the supervisor.
- *with the daily operations of projects, including project management in Atlas e.g. budget revisions, review of FACE reports and memorandum of payment, approving e-requisitions, , and also support the bidding and contracting processes under NIM when UNDP is a responsible party, e.g. review/advise on term of reference, technical specifications and bid documents, offers/proposals evaluation*

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

The key results have an impact on the success of country programme within specific areas of cooperation. In particular, the key results have an impact on the efficiency of project activities, creation of strategic partnerships as well as reaching value for money and resource mobilization targets.

- Le développement des capacités grâce à l'encadrement, le suivi et la formation continue, en travaillant (y compris la supervision) avec le personnel national ou les homologues de la contrepartie (gouvernementale ou non-gouvernementale, y compris les partenaires d'exécution (IP));
- La perspective de l'âge, du genre et de la diversité (AGD) est systématiquement appli-quée, intégrée et documentée dans toutes les activités tout au long de l'affectation
- Un rapport des réalisations dans le domaine du volontariat pour la paix et le développement pendant l'affectation, comme par exemple le nombre de volontaires mobilisés, la participation aux activités et la contribution au développement des capacités.
- 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 dur-ing the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

## Qualifications/Requirements

### Required Degree Level

Master degree or equivalent

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

**Education - Additional Comments**

Master's Degree or equivalent in, Economics, Environment and Climate Change.

**Required experience** 96 months

**Experience Remark**

8 years of relevant experience, experience within UN system agencies is desirable.

Good communication skills.

**Language**

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

**Area of Expertise**

- Other development programme/project experience Mandatory

**Area of Expertise Requirement****Functional Competencies:**Advocacy/Advancing A Policy-Oriented Agenda**Level 1.2: Preparing information for advocacy**

- Identifies and communicates relevant information for a variety of audiences for advocating UNDP's mandate

Results-Based Programme Development and Management**Level 1.2: Contributes into results through primary research and analysis**

- Assesses project performance to identify success factors and incorporates best practices into project work
- Researches linkages across programme activities to identify critical points of integration
- Monitors specific stages of projects/programme implementation
- Analyzes country situation to identify opportunities for project development
- Participates in the formulation of project proposals and ensures substantive rigor in the design and application of proven successful approaches and drafts proposals accordingly

Building Strategic Partnerships**Level 1.2: Maintaining a network of contacts**

- Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues
- Analyzes and selects materials for strengthening strategic alliances with partners and stakeholders

Innovation and Marketing New Approaches**Level 1.2: Enhancing processes or products**

- Generates new ideas and proposes new, more effective ways of doing things
- Documents and analyses innovative strategies/best practices/new approaches

## *Resource Mobilization (Field Duty Stations)*

**Level 1.2: Providing inputs to resource mobilization strategies**

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- Analyzes information/databases on potential and actual donors
- Develops a database of project profiles. Identifies opportunities for project proposals for presentation to donors

#### Promoting Organizational Learning and Knowledge Sharing

##### **Level 1.2: Basic research and analysis**

- Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things
- Documents and analyses innovative strategies and new approaches

#### Job Knowledge/Technical Expertise

##### **Level 1.2: Fundamental knowledge of own discipline**

- Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments
- Demonstrates in-depth understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments

#### Global Leadership and Advocacy for UNDP's Goals

##### **Level 1.2: Preparing information for global advocacy**

- Identifies and communicates relevant information for advocacy for UNDP's goals for a variety of audiences
- Identifies and takes advantage of opportunities for advocating for UNDP's mandate

#### Client Orientation

##### **Level 1.2: Establishing effective client relationships**

- Researches potential solutions to internal and external client needs and reports back in a timely, succinct and appropriate fashion
- *Organizes and prioritizes work schedule to meet client needs and deadlines*
- *Anticipates client needs and addresses them promptly*

#### **Need Driving Licence**

No

#### **Competencies & Values**

- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Ethics and Values
- Integrity
- Knowledge Sharing
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision

# Conditions of Service and other information

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**Condition of Service**[Click here to view Conditions of Service](#)**Conditions of Service:**

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

UN Expert Volunteers receive a monthly Expertise Differential, calculated at 40% of the UN Specialist Volunteer monthly living allowance.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

**Supervision, induction and duty of care of UN Volunteers** ([Roles and Responsibilities of Host Entities](#))

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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 and official processes;
- 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;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- 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**

COMR000038-7707

**Application procedure****\* Pas encore enregistré/e dans la banque de candidats VNU ?**

Veillez d'abord enregistrer votre profil sur le site <https://vmam.unv.org/candidate/signup>.

Important : Une fois votre compte créé, veillez à compléter toutes les sections de votre profil et le soumettre. Puis, connectez-vous à 'Ma Page' sur <https://vmam.unv.org/candidate/mypage> et cliquez sur le lien 'Recrutement spécial'. Enfin, sélectionnez l'annonce de recrutement spécial à laquelle vous souhaitez postuler.

**\* Vous avez déjà un profil dans la banque de candidats VNU ?**

Veillez d'abord mettre à jour votre profil sur le site <https://vmam.unv.org/candidate/profile>. Puis, connectez-vous à 'Ma Page' sur <https://vmam.unv.org/candidate/mypage> et cliquez sur le lien 'Recrutement spécial' pour sélectionner l'annonce de recrutement spécial à laquelle vous souhaitez postuler.

Date limite pour postuler : 28-09-2020

**doa.apply\_url**<https://vmam.unv.org/candidate/show-doa/Q09NUjAwMDAzOA==>**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.*

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