Informations générales

<table>
<thead>
<tr>
<th>Pays d’Affectation</th>
<th>Comoros</th>
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<tr>
<td>Agence/Institution hôte</td>
<td>United Nations Development Programme</td>
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<tr>
<td>Catégorie de volontaire</td>
<td>National UN Volunteer Expert</td>
</tr>
<tr>
<td>Nombre de Volontaires</td>
<td>1</td>
</tr>
<tr>
<td>Durée</td>
<td>24 mois</td>
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<tr>
<td>Possibilité de prolongation de contrat</td>
<td>Oui</td>
</tr>
<tr>
<td>Date présumée du début d’affectation</td>
<td>Immédiate</td>
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<tr>
<td>Lieu d’Affectation</td>
<td>Moroni [COM]</td>
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<tr>
<td>Lieu d’Affectation avec Famille</td>
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**Remarque sur le lieu d’affectation**
As soon as possible

**Conditions de vie**

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.).
Titre de l'Affectation  
Program Analyst

Contexte organisationnel & description du projet

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.

Objectifs de développement durable

13. Climate Action

Description de l'action

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
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 IWP s 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.

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 do-cumentation 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 activi-tés 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 par-ticipation dans les réflexions substantielles.
- Contribuer à la rédaction des articles sur les expériences de terrain à soumettre pour la pu-blication 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**

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.

- 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 / Exigences

<table>
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<tr>
<th>Domaine de qualification</th>
<th>Master degree or equivalent</th>
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Niveau de qualifications - autres commentaires
Master’s Degree or equivalent in, Economics, Environment and Climate Change.

Expérience Requise 96 mois

Remarques sur l'Expérience
8 years of relevant experience, experience within UN system agencies is desirable.
Good communication skills.

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

Domaine d'expertise
- Other development programme/project experience Obligatoire

Domaine d'expertise requis

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

- 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

Permis de Conduire exigé

Non

Compétencies et Valeurs

- 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

7 Sep 2020
Conditions de service et autres informations


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)

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).

**Code d’application**

COMR000038-7707

**Application procedure**

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

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

Date limite pour postuler : 28-09-2020

doa.apply_url

https://vmam.unv.org//candidate/show-doa/Q09NUjAwMDAzOA==
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.