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>Western Sahara</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>UN Mission in Western Sahara</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>Laayoune [ESH]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
</tr>
</tbody>
</table>

Living Conditions

Western Sahara is a territory on the North-West Coast of Africa bordered by Morocco, Mauritania, and Algeria. The United Nations Mission for the Referendum in Western Sahara (MINURSO) has its Headquarters in the Laayoune, the largest city in Western Sahara, with a wide range of commodities available in the local market, and full infrastructure systems, including running water, electricity, and sanitation. Sometimes there will be water shortages.

Each UN Volunteer lives in his/her own private accommodation, preferably in the security-cleared and designated areas. Generally, apartments are unfurnished but the Settling-In-Grant will cover the cost of modest house furniture. Some entertainment is available in the city, including restaurants, cafes, gym, tennis fields, and parks.

The local currency is the Moroccan Dirham and many banks and exchange bureaus are available. ATM machines are also available to withdraw money in the local currency. Mobile phone service is provided in Western Sahara by a few Moroccan Phone companies. The
Assignment Details

Assignment Title UNV Support Officer

Organizational Context & Project Description

The United Nations Mission for the Referendum in Western Sahara (MINURSO) was established by Security Council Resolution 690 (1991). It has its headquarters in Laayoune, Western Sahara, with 9 team sites in the mission area. MINURSO at present monitors the ceasefire between Morocco and the Frente POLISARIO. The ceasefire has generally held since September 1991 and the security phase in Western Sahara is Phase 3 (moderate).

The UNV Support Officer / Training Coordinator is placed within Human Resources Section and reports to the Chief Human Resources Officer. The UNV Support Officer/ /Training Coordinator, who is him/herself a UN Volunteer, operates under the same UNV conditions of service.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the Chief Human Resources Officer, the UN Volunteer will undertake the following tasks:

Administration of UNV Support Office:

- Assess needs of the mission’s different departments and encourage the inclusion of UN Volunteers in budget submissions.
- Administration of the 18 UN Volunteers serving with MINURSO, in accordance with UNV Conditions of Service (COS). Provision of guidance on UNV COS, MINURSO/UN regulations and advice on any developments affecting the volunteers.
- Oversee the identification, selection and recruitment of UNV candidates in consultation with the receiving MINURSO Section and UNV HQ. Schedule interviews’ time and date in coordination with short-listed candidates. Prepare the comparative evaluation and all other documentation necessary for the recruitment process. Monitor interviews (act as an ex officio).
- Keep an updated UNV database for appropriate control of personnel records and claims, and maintain all relevant documentation such as contracts, beneficiary forms, performance appraisals, and forward relevant copies to UN Volunteers HQ.
- Coordinate the issues related to time and attendance, including Rest & Recuperation (if applicable) and leave requests.
- Initiate processes for disbursement of entitlements such as VLA, claims, advances, reimbursements; and help with financial issues regarding UN Volunteers, including certification of medical expense insurance claims. Process terminations/resignations and arrange repatriation travel upon completion of assignments.
- Monitor the working and living conditions of serving UN Volunteers; discuss performance and any issues with their supervisors and counterparts; extend personal support and guidance to the UN Volunteers and volunteers in Western Sahara by sharing concerns and advice, and build up a mutual support network for volunteers in Western Sahara.
- Coordinate the activities of the annual celebration of the International Volunteer Day celebrated on 5 December and encourage volunteers to embrace the ideals of volunteerism and be advocates for volunteer action through interaction with other committees, participation in recreational activities and provision of promotional materials.

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

- Prompt and efficient provision of services rendered to the clients;
- Adherence to UNV and UN Rules and Regulations in the administration of entitlements;
- 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 during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
</tr>
</thead>
</table>

Education - Additional Comments

Type of Degree: Management, human resources, business administration, educational studies or other relevant field of studies.

Required experience

36 months

Experience Remark

A minimum of 3 years of professional experience with at least 2 years' experience in administration, human resources, capacity development, programme management and/or social mobilization techniques.

Previous working experience in a conflict, post-conflict or transitional setting would be an asset.

Language

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

Area of Expertise

- Administration and administrative assistance Mandatory

Area of Expertise Requirement

Computer skills: Computer literate; proficiency in standard Microsoft Office applications (Word, PowerPoint, Excel, etc.), email/internet, other IT applications.

Working experience in a development-related field, including management capacity, organizational development and/or volunteer management is desirable.

Work experience with another international organization would be an asset; previous experience within the UN System or a NGO setting at national or international level, or with organizations with comparable mandates and working conditions is an asset.

The incumbent must be a dynamic, multi-functional person, who supports MINURSO and its UN Volunteers with professionalism and dedication. He/ she must be an excellent team player, with strong advocacy, networking, negotiation and presentation skills, as well as good organizational and coordination skills and sound security awareness.

Need Driving Licence

No
Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Working in Teams

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$ 1,682. 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: ESHR000036-8924

Application procedure

* Not yet registered in the UNV Talent Pool?
Please 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?
Please 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: 14 March 2021

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

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.