**UN VOLUNTEER DESCRIPTION OF ASSIGNMENT**

**ETHR001147--Logistics Specialist**

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>Ethiopia</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>National Specialist</td>
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<tr>
<td>Number of Volunteer</td>
<td>1</td>
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<tr>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Gambela [ETH], Gambela Region</td>
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### Assignment Details

**Assignment Title**
Logistics Specialist

**Organizational Context & Project Description**

Since 1995, Ethiopia has adopted a multiparty parliamentary system and a federal structure devolving power to nine regions and two city administrations. The Constitution established a bi-cameral
parliamentary form of government with two houses. The framework of governance includes a system of political representation based on the holding of local (every 2.5 years) and nation-wide elections (every 5 years), and formation of a set of legislative institutions at all levels including, at the apex, the two houses of the national parliament (the House of Peoples Representatives (HoPR) and the House of Federation (HoF).

Under the current constitution, the country held five general elections, the last being in May 2015. Among all elections, only the 2005 election was characterized by improved political space and competition between political parties.

Ethiopia has embarked on a path of reforms and political renewal. With the new leadership of Dr. Abiy Ahmed, the government has systematically invested in the opening of the political space and has lifted many of the restrictions that were placed on political participation. The most notable development was the lifting of ‘terror labels’ of several previously outlawed political parties. The return of opposition parties has enriched the political debate and has been a clear indication of the Government and the Ruling Coalition to engage in open and more inclusive political process. This is expected to have direct bearing on the upcoming general elections planned for 2020.

The National Electoral Board of Ethiopia (NEBE) has recently seen its leadership changed. Former Judge Birtukan Midekssa was appointed in November 2018 as the new Chairwoman of NEBE. The change of NEBE’s leadership reconfirmed the Government’s commitment to reform the institution and enhance its credibility within the political sphere but also among the general public. NEBE has faced reputational challenges and was heavily criticized for being biased and partial in conducting previous elections. Investment in the Board’s integrity, professionalism and effectiveness has been included in the policy priority areas that were captured in the ‘New Horizon of Hope’ document, issued by the Prime Minister’s Office (PMO) following the most recent Cabinet reshuffle.

In response to the request by the Government of Ethiopia and with the view to support the reforms and general elections, the United Nations has performed a Needs Assessment Mission (NAM), which confirms that conditions were favourable for the United Nations to design and activate an elections programme/project of support. UNDP supported the development of the ‘Supporting Elections for Ethiopia’s Democratic Strengthening (SEEDS)’, which was launched in June 2019 and the project provides for capacity building and institutional strengthening of NEBE. With the objective of strengthening the capacity of NEBE at Regional Levels UN Volunteers are being hired to support NEB in logistics, ICT and training / voter education.

**Sustainable Development Goals**  
16. Peace, Justice and Strong Institutions

**Task description**

Within the delegated authority and under the supervision of Regional Director NEBE or his/her designated mandated representative(s), the UNV Logistic Officer will:

- Assist the Regional Directors of NEBE to plan, implement, monitor and evaluate logistics requirement
for elections.

- Assist in the operation and logistics activities in the Region in coordination with counterparts in NEBE.
- Assist in planning the election operations in the region and help project staffing and logistic operation requirements in coordination with NEBE logistic hubs and constituency offices.
- Assist in logistic and operational arrangements in coordination with other organizations involved in elections.
- Prepare reports on all election logistic related activities and their status to the Regional Director of NEBE.
- Will undertake other activities related to the elections as directed by the Regional Director.
- Any other related tasks as may be required or assigned by the supervisor.

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

As an active UNDP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP, NEBE and its beneficiaries in the accomplishment of her/his functions, including:

- Active support to the Regional Offices of NEBE to successfully support the implementation of logistic planning and management for the conduct of elections.
- Budget and logistics in place for the Regional Office operations.
- All logistics operations are successfully implemented.
- Assistance in training and workshops successfully conducted.

- 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
Required Degree Level: Bachelor degree or equivalent

Education - Additional Comments:
- University degree in Business Administration with specialty in Procurement, logistics and supplies, humanities or international relations with relevant field working experience in operations/Logistics.

Required experience: 24 months

Experience Remark:
- At least 2 years’ experience in logistics and operations management involving a big target group is desirable.
- Ability to work and act under pressure in a politically sensitive environment with comfort.
- Excellent oral and written skills of the region are mandatory.
- Excellent oral and written skills; excellent drafting, formulation, reporting skills.
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Sound security awareness;
- Have affinity with or interest in democratic governance volunteerism as a mechanism for durable development, and the UN System.

Language:
- English (Mandatory), Level - Working Knowledge

Area of Expertise:
- Logistics and supply management Optional
- Procurement and contracting Optional

Area of Expertise Requirement:
- At least 2 years’ experience in logistics and operations management involving a big target group is desirable.
- Fluency in spoken and written regional language is required;
- Working knowledge of other languages in the region is an advantage.

Need Driving Licence: No

Competencies & Values:
- Adaptability and Flexibility
- Commitment and Motivation

12 Feb 2020
Conditions of Service and other information

Condition of Service: 

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.

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

Supervision, induction and duty of care of UN Volunteers

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.

Application Code ETHR001147-6268

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: 26 February 2020
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.