UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

GMBO0000027--Municipal Management Expert

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>Gambia</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>UN Office for Project Services</td>
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<tr>
<td>Volunteer Category</td>
<td>International UN Volunteer Expert</td>
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<tr>
<td>Number of Volunteer</td>
<td>3</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>Banjul [GMB]</td>
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<tr>
<td>Assignment Place</td>
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<tr>
<td>Assignment Place Remark</td>
<td>Family Duty Station</td>
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Family assignment

Living Conditions

The Gambia is a safe country providing good quality of life for international personnel with excellent air quality, a tropical climate, the proximity of beaches and plenty of opportunities for outdoor activities. A majority Muslim country, The Gambia is an open and peaceful society where cultural exchange and inclusion prevail. The Greater Banjul Area is a popular tourist destination, offering beach and nature assets as well as varied entertainment options for internationals (restaurants, bars, night clubs).

A developing country, The Gambia faces unreliable electricity and water supply, but backup systems exist in housing units catering to internationals. Medical facilities are not the best quality; medical evacuation to
Senegal is the preferred treatment option in case of serious health issues. Telecommunication operators offer decent broadband and 4G connections.

The Gambia is a cash-based economy, but it is easy for foreigners to open a bank account.

The Gambia is a unique country undergoing an exciting democratic transition. Gambian institutions and individuals are eager to collaborate with foreign experts. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in challenging conditions are essential.

Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Municipal Management Expert</th>
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<tr>
<td>Organizational Context &amp; Project Description</td>
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UNOPS is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Our mission is to help people build better lives and countries achieve sustainable development.

UNOPS areas of expertise cover infrastructure, procurement, project management, financial management and human resources.

This UNV Assignment is part of the Greater Banjul Area: Sustainable Urban Development Programme 2020-2040 financed by the African Development Bank and implemented by UNOPS in the Gambia. UNOPS' role is to support the Ministry of Lands and Regional Government of the Gambia as well as 3 municipalities of the Greater Banjul Area to develop and adopt an urban plan to support the sustainable development of the fast-growing capital area. In order for Gambian institutions to implement the urban plan and related investments, UNOPS is implementing a capacity building component to strengthen municipalities in terms of resource mobilisation, data management, infrastructure project planning and delivery, urban services management.

Sustainable Development Goals 11. Sustainable Cities and Communities

Task description

Within the delegated authority and under the supervision of the Institutional Capacity Building Team Leader or his/her designated mandated representative(s), the UN Volunteer Municipal Management Expert will:

- Assist the Institutional Capacity Building Team Leader in identifying existing institutional and technical capacity gaps for the successful implementation of the Digital Urban Plan.
- Contribute to the creation of the project's Technical Assistance Action plan.
• Coordinate the Technical Assistance Action Plan’s implementation in 3 municipalities (Banjul, Kanifing and Brikama), including policy work, systems strengthening and training.
• Support the Institutional Capacity Building Team Leader in establishing a monitoring and evaluation framework for the Technical Assistance Action Plan.
• Provide inputs into monthly reports.
• Actively interact with relevant communities of practice to share case studies, lessons learned and best practices.

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

• Completion of the municipal management section of the Technical Assistance Action Plan.
• Implementation of capacity building activities contained in the Technical Assistance Action Plan within quality, time, cost and scope expectation.
• Measurable improvement in municipal capacity among target institutions.
• Satisfaction of the Municipalities with capacity building activities in the project.

• 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

• 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
Master degree or equivalent

Education - Additional Comments

Advanced higher degree (Master’s or equivalent) in a relevant area, e.g. public administration, urban planning, public financial management, civil engineering or GIS; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree;

Required experience
180 months

Experience Remark

- At least 15 years of professional work experience at the national and/or international level in land administration or other relevant programmes;
- 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, preferably with familiarity with Google Suite (Gmail, Google Drive, Google Docs etc.); familiarity with GIS and database management;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Sound security awareness;
- Have affinity with or interest in X infrastructure and sustainable development, volunteerism as a mechanism for durable development, and the UN System.

Language
- English (Mandatory), Level - Fluent

Area of Expertise
- Development programme management Optional
- Architecture and urban planning Mandatory
- Other human settlement related experience Optional

Area of Expertise Requirement

- Have affinity with or interest in X infrastructure and sustainable development, volunteerism as a mechanism for durable development, and the UN System.
Need Driving Licence: No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Creativity
- Empowering Others
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Knowledge Sharing
- Leadership
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Vision
- Working in Teams

Conditions of Service and other information

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.

UN Expert Volunteer 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

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

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.

**Application Code**

GMBR000027-6588

**Application procedure**

* Not yet registered in the UNV Talent Pool?*

Please 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?*

Please 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:** 13-04-2020

**doa.apply_url**

[https://vmam.unv.org/candidate/show-doa/R01CUjAwMDAyNw==](https://vmam.unv.org/candidate/show-doa/R01CUjAwMDAyNw==)
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.