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>Guinea Bissau</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</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>12 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Bissau [GNB]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

**Living Conditions**

Guinea-Bissau is a hardship E duty station but considered a family duty station. It has many limitations in terms of reliable education and health services (there is a UN Clinic for UN staff). There are recurrent electricity cuts even in the capital city. There are supermarkets and some restaurants. Guinea-Bissau is a unique country and 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 harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

**Assignment Details**
Assignment Title: Project Manager

Organizational Context & Project Description

In Guinea Bissau, the negative impact of transnational organized crime, specially drug and human trafficking and related cross-cutting crimes, corruption and money laundering, has been recognized at the highest level by the authorities, and the fight against it has become a national priority. The authorities have shown a renewed engagement in the fight against drug trafficking and organized crime with the successful conduct of the two largest ever cocaine seizures in the country in 2019 as well as the prosecution, in record time, of the 12 people involved in the September 2019 seizure, charging them of drug trafficking, criminal association and money laundering. Therefore, considering the impact these crimes have in the development and stability of the country, as well as on the credibility and accountability of its institutions, the United Nations decided to support the national authorities to improve capacity for sustaining peace by supporting national actors in developing resilient national capacities and addressing conflict drivers that undermine social cohesion and that may lead to violent conflict. In this regard, UNDP, UNODC, IOM, UNIOGBIS-CDOIC, combined their expertise for an integrated, coordinated approach in strengthening national capacities to address drug trafficking and organized crime during the United Nations reconfiguration in Guinea-Bissau and will be implementing a joint project funded by the Peacebuilding Fund for “Strengthening the justice and security sector response to drug trafficking and transnational organized crime” to reduce insecurity in Guinea-Bissau. As such, UNDP is hiring a UNV project manager who will contribute to the implementation of the project.


Task description

Within the delegated authority and under the supervision of the Chief Technical Advisor for Justice or his/her designated mandated representative(s) and in close collaboration with UNODC, IOM and UNIOGBIS, the UN Volunteer Project Manager will undertake the following tasks:

- Develop the annual programme/project delivery targets and achieve the targets;
- Contribute to the project implementation on a day-to-day basis;
- Implement the project and identify areas of weaknesses to ensure the project achieves the planned results in accordance with relevant plans;
- Follow directions set for him including roles and responsibilities, accountability and reporting ensuring that the work is conducted in accordance with UNDP’s relevant business processes and that high-quality outputs are delivered on time;
- Perform project quality assurance, monitoring, reporting, field missions, audits, evaluations, formulations and project support services providing day-to-day work within the project and with other Country Office units;
- Establish annual results, on-going feedback and mid-term and final assessments in line with UNDP Rules and Regulations;
- Ensure project meets expectations with respect to quality, budget, delivery timelines, and strategy;
- Brief and consult with the CTA on project progress and provide information and advice as required to contribute to the Country Office initiatives;
- Identify areas of improvement by applying best practices/lessons learnt using UNDP corporate monitoring tools and corporate reports;
- Provide support in partnerships with specific project partners;
- Contribute to manage donor expectations and manage day-to-day donor interaction;
- Seek and identify additional partnership and funding opportunities, and prepare funding proposals, donor briefing and presentations in support of resource mobilization to advance UNDP’s and the project goals;
- Assist to mobilize, foster and strengthen strategic partnerships with UN agencies, and other relevant
multilateral and bilateral organizations to advance and support the project;
- Propose collaboration with relevant Government bodies by working closely with Government counterparts and national partners;
- Establish strong ties to and with national programmes, and other relevant stakeholders.

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 and its beneficiaries in the accomplishment of her/his functions, including:
  - All the tools for the implementation of the project (AWP, Procurement Plan, M&E) are available;
  - The project activities are implemented on time, the targets achieved;
  - A quality project delivery is realized;
  - Monitoring and follow up of the project are performed on time;
  - The information regarding the Project in ATLAS are logged and updated;
  - A quality technical support on restorative justice is provided to the national authority.

- 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, law, political science or area related to security, gender and human rights international development.

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 60 months

Experience Remark

At least 5 years of professional work experience at the national and/or international level in demonstrated experience working with government officials, implementing partners, international donors and other counterparts.

Language
- Portuguese (Mandatory), Level - Fluent
- And One of these - English, French (Mandatory), Level - Working Knowledge

Area of Expertise
- Rule of law, judicial and national legal system reform Mandatory
- Development programme management Mandatory

Area of Expertise Requirement

At least 5 years of professional work experience at the national and/or international level in demonstrated experience working with government officials, implementing partners, international donors and other counterparts.

Knowledge in justice (including restorative justice) and/or security sector reform.

Fluency in Portuguese and working knowledge of English or French.

Need Driving Licence Yes

Competencies & Values
- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Professionalism
- Respect for Diversity
- 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 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$ 1,631. 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

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  GNBR000081-6338

Application procedure

* Not yet registered in the UNV Talent Pool?

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?

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: 2 March 2020

doa.apply_url  https://vmam.unv.org//candidate/show-doa/R05CUjAwMDA4MQ==

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.