UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MLR000869--Associate Information Analyst

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

Country of Assignment: Mali
Volunteer Category: International Specialist
Number of Volunteer: 1
Duration: until 30-06-2020
Expected Starting Date: Immediate
Duty Station: Mopti [MLI]
Assignment Place: Non-Family Duty station
Assignment Place Remark

Living Conditions

Mopti is non-family duty station. Living conditions are acceptable, but security instructions need to be strictly complied with. The national currency is the Franc CFA (January 2020 exchange rate is 1 US$ = 595 FCFA). Visa credit cards are acceptable in some hotels and large shops in Bamako. Mali is a country prone to malaria, so mosquito nets are highly recommended. Basic medicines are available from UN Medical Section or pharmacies, but provision need to be made for specialized medication.

Security recommendations from the UN Department of Safety and Security (UNDSS) must be followed by all UN Staff in the course of their assignments in Mali. Appropriate measures are in place to mitigate the current security risk for UN personnel in the country. All UN Volunteers, like all UN personnel, undergo a security briefing and the 3 days mandatory training “Safe and Secure Approaches in Field Environments” (SSAFE) upon arrival, where practical guidance and recommendations are provided regarding security threats in Mali. An additional security briefing is provided upon arrival to the final duty station.

Like all UN personnel, UN Volunteers based in Gao are accommodated in UN premises. UN provided accommodation in Mali is compliant with wellbeing standards, i.e. female/male bathrooms. A welfare committee is also active in all duty stations to ensure enough access to welfare commodities, including food supplies.

Emergency contacts (security, medical, staff counselling, UNV Office) are made available for all UN Volunteers upon arrival, and each individual is provided with a VHF radio and a call sign, which can be used at all time.
For the sake of rewarding experience, UN Volunteers in MINUSMA carry out their duties with flexibility, commitment and a willingness to live and work in challenging conditions including heat and limited water and electricity supply.

Assignment Details

Assignment Title

Organizational Context & Project Description

The Joint Mission Analysis Centre (JMAC) is an integrated structure to support planning and decision-making by the Head of Mission by collecting and synthesizing multi-source information to produce medium- and long-term analysis and support the development of risk assessments relating to the implementation of the mission’s mandate.

Sustainable Development Goals

16. Peace, Justice and Strong Institutions

Task description

The JMAC Associate Information Analyst will be deployed to the MINUSMA Regional Office in Mopti in order to collect information and analyze the situation on the region in close liaison with the substantive sections of the regional office, UNDSS, Military and UNPOL.

Under the direct supervision of the Head of Office (First Reporting Officer) and the Chief JMAC (Second Reporting Officer) in Bamako, the UN Volunteer Associate Information Analyst will be deployed in Mopti to establish permanent liaison with all other UN personnel in the regional office to collect, compile and share information on trends and incidents in the region.

The UN Volunteer will undertake the following tasks:

- Gather in-depth knowledge of the town and the region (historical background, geography, armed groups, jihadists, military, police, gendarmerie, administrative authorities, etc.).
- Maintain excellent relationships with all components (substantive sections, Force, police) present in the regional office.
- Keep the regional Head of Office informed and support him as per SOP on Field Offices.
- Investigate any incident in the field, within the limits of his/her area of responsibility and in close liaison with the Security Officer, UNPOL, Force and Human Rights of the regional office.
- Compile weekly information report to the JMAC in Bamako.
- Analyse the situation.
- Perform any other duties as required

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
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

- Communications from and to MSC office are well coordinated;
- Conference rooms are well managed;
- Correspondences, memos, circular/broadcast, letters, faxes and emails are properly produced and
dispatched;
- Petty cash is well managed and expenses reports are reconciled are submitted in due time;
- Appropriate filing system of the Bamako MSC office is developed and the record are regularly
maintained;
- Travel request, attendance sheets, leave plan and requests are well received, maintained and
submitted to whom it may concerned;

- 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/Requirements

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<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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<td>Education - Additional Comments</td>
<td>University degree in Political Science, Security Studies, Political Economy, International Relations or related fields.</td>
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<th>Required experience</th>
<th>36 months</th>
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<td>Experience Remark</td>
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At least 3 years of progressively responsible professional experience in international affairs, political
affairs, security, information analysis. Ability to write in a clear and concise manner and to communicate
effectively orally.

Language

- English (Mandatory), Level - Fluent
- AND - French (Mandatory), Level - Fluent
Area of Expertise
- Geographic information systems (GIS) and remote sensing Optional
- Political affairs and political reporting Mandatory

Area of Expertise Requirement

Word, Excel and PowerPoint.

Knowledge in i2 Database is desirable.

Need Driving Licence No

Competencies & Values
- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Ethics and Values
- Planning and Organizing
- 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: MLIR000869-6373

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 for which you would like to apply.

Application deadline: 3rd March 2020

doa.apply_url: https://vmam.unv.org//candidate/show-doa/TUxJUjAwMDg2OQ==

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.