UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MLIR000871–Reporting Officer

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>Mali</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Multidimensional Integr. Stab. Mission in Mali</td>
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<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 30-06-2020</td>
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<tr>
<td>Expected Starting Date</td>
<td>01-05-2020</td>
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<tr>
<td>Duty Station</td>
<td>Mopti [MLI]</td>
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<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
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With possibility of contract extension until 30 June 2021

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 from 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...
Assignment Details

Assignment Title Reporting Officer

Organizational Context & Project Description

The United Nations Multidimensional Integrated Stabilization Mission in Mali (MINUSMA) was established by Security Council resolution 2100 of 25 April 2013 to support political processes in Mali and to carry out a number of security-related tasks.

Resolution 2480 of 28 June 2019 mandates the Mission to support the implementation of the 2015 Agreement on Peace and Reconciliation in Mali, as well as to support the stabilisation of Central Mali through the protection of civilians, reduction of intercommunal tensions, and return of State presence.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of the regional Civil Affairs Division (CAD) deputy Team Leader for the Centre and overall authority of the regional CAD Team Leader for the ‘Centre’ the UN Volunteer will undertake the following tasks:

- Support the update, maintenance and monitoring of the implementation of CAD’s regional work plan.
- Support the Civil Affairs Section reporting activities, including thematic and regular monitoring reports on developments and activities related to the Civil Affairs mandate.
- Support the monitoring of local social, political, economic, and security contexts, as well as the concerns and perceptions of local populations, in order to assess their potential impact on Civil Affairs activities and to identify needs and priorities of beneficiaries.
- In coordination with Civil Affairs section unit heads, and collecting, triangulating and augmenting with inputs from other components and sections at the regional office, prepare regular reports on social cohesion, restoration of state authority, civil society and protection of civilians.
- Consolidate information from civil affairs colleagues and activities to prepare daily, weekly and analytical reports, and ensure proper coordination, flow of information and reporting.
- Verify, analyze and present information obtained from a variety of sources in a logical and orderly manner and with a gender perspective.
- Identify and provide timely information about potential and imminent conflicts at the local level, enabling information sharing and action to avert the conflict or reduce the risk of escalation.
- Contribute to overall mission monitoring and planning tools (i.e. Result Based Budget, Strategy for the Centre, Integrated Strategic Framework etc.) as required.
- Support follow-up and monitoring of Civil Affairs’ Programmatic, Complementary, Quick Impact and Trust-Fund projects, including the identification of best practices and success stories.
- In consultation with CAD team in Mopti, maintain the IOPC and weekly calendar of activities related to the various projects (Programmatic, Complementary, Quick Impact and Trust-Fund projects) to inform section’ planification
- Contribute to the production of communication and outreach products, as required.
- Coach colleagues in the field to improve their reporting skills.
- Present the section’s role and activities at induction programmes and sessions for incoming new mission staffs, when required.
- Support the CAD/Centre’s knowledge and information management processes, including through collecting and compiling input of data as well as through maintaining information records and databases related to CAD/Centre data requirements and activities.
- Represent the Civil Affairs Division in coordination meetings and participate in field visits in support to Civil Affairs activities, when required.
- Performs other duties as requested in line with the DPKO/DFS Policy Directive on Civil Affairs.
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

- Civil Affairs Section reporting activities are supported, including thematic and monitoring reports on developments and activities related to the Civil Affairs mandate.
- Quality reports are sent in a timely manner in support to Joint Operation centers (JOC) to ensure proper coordination, flow of information and reporting.
- Information obtained from a variety of sources is verified, analyzed and presented in a logical and orderly manner, based on the Mission’s formats.
- Timely information about potential and imminent conflicts at the local level is shared with relevant mission components.
- The section role and activities are regularly presented at induction programs for incoming new mission staffs.
- Monitoring and reports on Quick Impact, Programmatic or Trust-Fund projects are regularly produced.

- 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 university degree (Master’s degree or equivalent) in Journalism, Publishing, Social Science, Natural Science, Political Science, Political Economy, International Relations, Public Administration or related fields.

Required experience

24 months
Experience Remark

A minimum of 2 years of progressively responsible professional experience in international affairs, development, administration, international relief operations or peacekeeping operations. International experience is required.

Language

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

Area of Expertise

- International law Optional

Area of Expertise Requirement

Microsoft Office (Word, Excel, PowerPoint)

Ability to write in a clear and concise manner and to communicate effectively orally.

Ability to critically analyze data and information and produce analytical outputs.

Willingness to learn and understand the Malian context.

Need Driving Licence

No

Competencies & Values

- Adaptability and Flexibility
- Communication
- Ethics and Values
- Integrity
- 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: MLIR000871-6374

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 for which you would like to apply.

Application deadline: 4th March 2020

doa.apply_url: [https://vmam.unv.org//candidate/show-doa/TUxJUjAwMDg3MQ==](https://vmam.unv.org//candidate/show-doa/TUxJUjAwMDg3MQ==)
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.