UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MLIR000872—Human Resources Assistant

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>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Multidimensional Integr. Stab. Mission in Mali</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>until 30-06-2020</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Gao [MLI]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
</tr>
</tbody>
</table>

**Living Conditions**

Gao 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 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.
Assignment Details

Assignment Title Human Resources Assistant
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 process in that country and carry out a number of security-related tasks. The Mission has been asked to support the transitional authorities of Mali in the stabilization of the country and implementation of the transitional roadmap, focusing on major population centres and lines of communication, protecting civilians, human rights monitoring, the creation of conditions for the provision of humanitarian assistance and the return to displaced persons, the extension of State authority and the preparation of free, inclusive and peaceful elections.

(http://www.un.org/en/peacekeeping/missions/minusma/)

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of Human Resources Officer, the UN Volunteer will undertake the following tasks:

- Assist in filling of posts, including initiating and following-up on reference checks;
- Initiate, review, process and follow-up on actions related to the administration of entitlements in respect of the mission’s staff members, ensuring consistency in the application of UN rules and procedures, as well as best practices pertaining to the conditions of service;
- Administers and provides advice on salaries and related benefits and travel entitlements.
- Determines benefits and entitlements for staff based on contractual status in line with Staff Rules and Regulations, preparing justifications for exceptions for review by the Human Resources Officer before submission to the RSCE.
- Inducts newly recruited staff members by briefing them on administrative formalities, conditions of service, entitlements and benefits
- Advise staff members regarding their entitlements and conditions of service;
- Undertake research on a range of HR related issues and assist in the preparation of notes/reports;
- Prepare written responses to queries concerning HR related matters;
- Prepare Monthly Danger Pay Reports for National and International Staff Members
- Any other related tasks as may be 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 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

- Efficient, timely, responsive and high-quality project support rendered to the developing MINUSMA Human Resources;
- Contributed to the achievement of effective and efficient Human Resources services that continuously provide quality support to the Mission and staff;
- Evaluated and screen applications, preparing profiles of candidates;
- Initiated and follow up on reference checks and ensure the completion of recruitment formalities;
- Successfully advised staff members regarding their entitlements and conditions of service;
- Undertook research on a range of HR related issues and assist in the preparation of notes/reports;
- Responded to queries concerning HR related matters ensuring;

- 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

<table>
<thead>
<tr>
<th>Required Degree Level</th>
<th>Secondary education</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education - Additional Comments</strong></td>
<td></td>
</tr>
<tr>
<td>High school or equivalent diploma is required. Technical or vocational certificate in human resources, business administration or personnel administration is required.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required experience</th>
<th>60 months</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Experience Remark</strong></td>
<td></td>
</tr>
<tr>
<td>A minimum of five (5) years of progressively responsible experience that demonstrates knowledge and ability in delivering Human Resources services; The years of experience shall be reduced to three (3) years with Advance University/ Master degree.</td>
<td></td>
</tr>
<tr>
<td>Field experience is desirable, including good working knowledge of UN administration and rules and regulations;</td>
<td></td>
</tr>
</tbody>
</table>
Language
- English (Mandatory), Level - Fluent

Area of Expertise
- Human resources management and development Mandatory

Area of Expertise Requirement
- Experience in drafting reports;
- Good personal and presentation skills, customer and stakeholder relationship management skills;
- Good working knowledge of MS Office, including Word, Excel, Project Management, Power Point; ability to generate ad hoc electronic documents, spreadsheets, and databases; knowledge of HR databases such as IMIS, INSPIRA, Umoja and FSS is an asset;
- Experience in shared services or common services support would be an advantage;
- Have affinity with or interest in humanitarian relief, post-conflict situations, volunteerism as a mechanism for durable development, and the UN System;
- Sound security awareness.
- Working knowledge of French is desirable.

Need Driving Licence
No

Competencies & Values
- Adaptability and Flexibility
- Commitment to Continuous Learning
- 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

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  MLIR000872-6375

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 to which you would like to apply.

Application deadline: 4th March 2020

doa.apply_url  [https://vmam.unv.org//candidate/show-doa/TUxJUjAwMDg3Mg==](https://vmam.unv.org//candidate/show-doa/TUxJUjAwMDg3Mg==)
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.