UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MLIR000881–Transport 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

| Country of Assignment          | Mali               |
| Host Institute                 | United Nations Multidimensional Integr. Stab. Mission in Mali |
| Volunteer Category             | International Specialist |
| Number of Volunteer            | 1                  |
| Duration                       | until 30-06-2020   |
| Expected Starting Date         | 01-05-2020         |
| Duty Station                   | Bamako [MLI]       |
| Assignment Place               | Non-Family Duty station |
| Assignment Place Remark        |                    |

With possibility of contract extension until 30 June 2021

Living Conditions

13. Living Conditions:

Bamako is a non-family duty station with a difficult security and working environment. Mali is a non-family duty station. Living conditions are acceptable in Bamako, but security instructions need to be strictly complied with. Adequate housing is available for rent at US$ 500-1500 per month. The national currency is the Franc CFA (January 2020 exchange rate was 1 US$ = 595 FCFA). Visa credit cards are accepted in some hotels and larger shops. Mali is a country prone to malaria, so mosquito nets are highly recommended. Basic medicines are available from pharmacies, but provision needs 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.

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

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Transport Assistant</th>
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<tbody>
<tr>
<td>Organizational Context &amp; Project Description</td>
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<td>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 that country and carry out a number of security-related tasks.</td>
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<td>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 population centers and lines of communication, protecting civilians, human rights monitoring, the creation of conditions for the provision of humanitarian assistance and the return of displaced persons, the extension of State authority and the preparation of free, inclusive and peaceful elections. <a href="http://www.un.org/en/peacekeeping/missions/minusma/">Link</a></td>
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#### Sustainable Development Goals

16. Peace, Justice and Strong Institutions

#### Task description

Under the direct supervision of the Fleet Manager the UN Volunteer will undertake the following tasks:

**Areas of assignment Transport Fleet Management Unit, EVMS and Carlog Unit.**

- Responsible for Carlog hardware and software maintenance and installation in over 800 vehicles and mobile assets.
- Formulation of System Operation procedures.
- Produce and provide various reports such as violation and speeding, breaking of curfews, accident, fuel consumption, usage of vehicles, and mileage reports.
- Provide an analysis reports to assist in accident investigation cases.
- Training of Technical Staff in vehicle tracking installation, hardware, software and maintenance update.
- Provide supporting documentation such as fleet analyses, fleet optimal mileage for the Vehicle Establishment Committee (VEC).
Monitor UN-owned vehicular fleet, via a Fleet-Log Management System. 
Maintain and monitor receiving stations for the Car-Log system.

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

- Appropriate recommendations may be made to supervisor to make installations less time consuming and cost-effective way.
- Avoidance of error made in installation may result that system is not functioning properly, and correct vehicle or fuel data is not available for necessary decision making either technical/operational point of view. Carlog/EVMS reports including fuel consumption, enables Transport management to Monitor / manage the vehicles fuel consumption, speeding, fairness of accident-Incident reporting; maintain vehicles on a timely manner and avoid deterioration of their conditions and liberty mileage to be recovered.

- 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
Secondary education

Education - Additional Comments

- High School Diploma or equivalent required.

Required experience
36 months

Experience Remark

- Minimum three years’ experience carlog hardware and software maintenance and installation.

Language

- English (Mandatory), Level - Working Knowledge

Area of Expertise

- Vehicle and fleet operation and maintenance Mandatory
Area of Expertise Requirement

- Good math and computer skills to include Microsoft Office and internet applications;
- Good interpersonal and communications skills;
- Have affinity with or interest in humanitarian relief, post-conflict situations, volunteerism as a mechanism for durable development, and the UN System.
- Knowledge of French is desirable

Need Driving Licence
Yes

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  
MLIR000881-6486

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: 16 March 2020

doa.apply_url  
[https://vmam.unv.org//candidate/show-doa/TUxJUjAwMDg4MQ==](https://vmam.unv.org//candidate/show-doa/TUxJUjAwMDg4MQ==)

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.