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: UN Office of the High Commissioner for Human Rights
Volunteer Category: International Specialist
Number of Volunteer: 1
Duration: 12 months
Expected Starting Date: Immediate
Duty Station: Bamako [MLI]
Assignment Place Remark: Living Conditions

Mali is a non-family duty station. Living conditions of Bamako are acceptable, 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 (August 2018 exchange rate was 1 US$ = 580 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, including UN Volunteers, 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 day 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.
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
Program Support Expert

Organizational Context & Project Description

The United Nations High Commissioner for Human Rights is mandated by General Assembly Resolution
48/141 of December 1993 to promote and protect all human rights for all. This mandate also includes the
lead within the United Nations to coordinate all human rights-related activities and to cooperate with
member states on implementing human rights. By virtue of this global mandate, its expertise and its
independence, OHCHR is therefore ideally positioned to engage with states of the G5 Sahel and other
partners on the implementation of human rights relevant provisions of Security Council Resolution 2391. In
this action, OHCHR will draw on experiences and lessons learned from other operational environments
where aspects of the compliance framework have been applied, including UNAMA in Afghanistan and
AMISOM in Somalia. In addition, the experiences gained in the context of support to the implementation
of the compliance framework of the FC-G5S will continue to inform developments at the continental level,
including the cooperation between the UN and AU on a compliance framework for AU peace operations

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Within the terms of the organization’s delegated authority, and under the guidance of the G5 Project
Management Team and direct supervision of the Senior Human Rights Officer leading OHCHR’s G5
Project, the UN Volunteer will undertake the following tasks:

Work with key clients to facilitate the development, implementation and evaluation of assigned
programmes/projects, monitor and analyze specific aspects of programme/project development and
implementation, review relevant documents and reports, identify problems and issues to be addressed
and recommend corrective actions, liaise with relevant parties, identify and track follow-up actions;

Assist in ensuring an effective and efficient execution of projects and programmes, within the limit of the
allocated resources, by providing appropriate technical support to projects through project design, field
visits, training, reporting and evaluation, coordination and monitoring activities related to participatory
urban planning, management and governance;

Provide substantive support for policy coordination and evaluation functions, including the review and
analysis of emerging issues and trends, participation in evaluations or research activities and studies;
Contribute to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies and inputs to publications; Provide administrative and substantive support to consultative and other meetings and training workshops, conferences etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations and handling logistics; Participate in field missions, including provision of substantive and administrative support and data collection;

Coordinate activities related to budget funding (programme/project preparation and submissions, progress reports and financial statements) and preparation of related documents/reports (pledging, work programme and programme budget); Assist in the preparation of project documentation, project approval package submissions, project and budget revisions, recruitment of consultants and procurement of goods;

Assist in the strengthening of inter-divisional collaboration to achieve better linkages between normative and operational Divisions to better coordinate and support the implementation of the organization’s work programme; Support communication and liaison with international partners and donor organizations, as well as implementing partners on international, national and local level; Perform other related duties as may be required.

This assignment implies frequent interaction with the following: Counterparts, officers and technical staff in relevant Secretariat units and in UN funds, programmes and other UN specialized agencies, representatives and officials in national governments, international organizations and consultants. When working with (including supervising) national staff or (non-)governmental counterparts, the incumbent is strongly encouraged to set aside dedicated time for capacity development through coaching, mentoring and formal and on-the-job training.

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, client-friendly and high-quality support rendered to the G5 project management team, headquarters (UNHQ and OHCHR), project country offices (Burkina Faso, Chad, Niger, Mauritania) as well as national and local counterparts of the United Nations Multidimensional Integrated Stabilization Mission in Mali (MINUSMA), including:
Well researched and sound analysis of issues and developments affecting programme/project development, administration and implementation; Thorough and well-reasoned written contributions; Effective liaison and interaction with colleagues and concerned parties, both internally and externally; Reporting on the activities participated in and capacities developed in the framework of above mentioned programme;

- 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>Master degree or equivalent</th>
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<tbody>
<tr>
<td>Education - Additional Comments</td>
<td>Advanced university degree (Master’s degree or equivalent) in sociology, economics, law, public administration, or related field relevant to human rights</td>
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<tr>
<td>Required experience</td>
<td>36 months</td>
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<tr>
<td>Experience Remark</td>
<td>A minimum of three years of progressive experience in project and programme management and/or administration at the international level; post-disaster/conflict experience is desirable; experience managing human rights programmes/activities is desirable; experience with ERP</td>
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<tr>
<td>Language</td>
<td>English (Mandatory), Level - Fluent</td>
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<td></td>
<td>AND - French (Mandatory), Level - Fluent</td>
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<tr>
<td>Area of Expertise</td>
<td>Other development programme/project experience Mandatory</td>
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<tr>
<td></td>
<td>Crisis and conflict prevention, mitigation, resolution and reconciliation Optional</td>
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<td></td>
<td>Human rights Optional</td>
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<tr>
<td>Area of Expertise Requirement</td>
<td>Knowledge of basic computer programmes such as Word, Excel, email and internet search functions, as well as database management; Experience with ERP systems (UMOJA, etc.) is desirable.</td>
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<tr>
<td>Need Driving Licence</td>
<td>No</td>
</tr>
</tbody>
</table>
Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- 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$ 1,651. 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: MLIR000887-6646

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 to which you would like to apply.

Application deadline: 1st April 2020

doa.apply_url: https://vmam.unv.org//candidate/show-doa/TUxJUjAwMDg4Nw==

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.